

# **COMPETITIVE EVENTS GUIDELINES**





# ACCOUNTING I

*The accurate keeping of financial records is an ongoing activity in all types of businesses. This event provides recognition for FBLA members who have an understanding of and skill in basic accounting principles and procedures.*

## COMPETENCIES

The written objective test will focus on basic practices of accounting for the sole proprietorship, the partnership, and the corporation; and may include questions on terminology, journalizing, posting, income statement, balance sheet, account classification, worksheet, bank reconciliation, payroll, and other items related to the basic accounting cycle.

**Business Education Curriculum Standard(s):** Accounting, Computation

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not have completed more than two (2) semesters (or one {1} semester in a block scheduling program) of high school accounting instruction, nor be enrolled in or have completed any additional accounting courses.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# FIRST YEAR ACCOUNTING STUDENTS ONLY

# ACCOUNTING II

*The accurate keeping of financial records is a vital ongoing activity in all types of businesses. This event provides recognition for FBLA members who have demonstrated an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.*

## COMPETENCIES

The written objective test will focus on the principles and practices of accounting for the sole proprietorship, the partnership, and the corporation. The test may include questions on accounts receivable and accounts payable, financial statements, journalizing and posting, partnerships and corporate accounting, purchases and sales, worksheet, account classification, bank reconciliation, income tax, payroll, inventory, plant assets and depreciation, departmentalized accounting, and ethics. In addition, participants will be expected to interpret application problems such as a balance sheet or income statement.

**Business Education Curriculum Standard(s):** Accounting, Computation

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# SECOND YEAR ACCOUNTING STUDENTS ONLY

# AMERICAN ENTERPRISE PROJECT

*This event recognizes FBLA chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.*

## PROJECT PURPOSE

The project must promote an awareness of some facet of the American enterprise system within the school and/or community and be designed for chapter participation rather than individual participation. The event is not designed to raise money for the chapter. Rather, the intent is to help members learn more about the economic system under which they live and then to share their expertise in some way with others inside and/or outside of the school.

**Business Education Curriculum Standard(s):** Communication, Economics & Personal Finance, Entrepreneurship

## ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Members representing their chapters in the oral presentation portion of this event may compete in two (2) additional team/individual events.

## PROCEDURES

1. Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, an appropriate statement should be included in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
2. Creativity through design and use of meaningful graphics is encouraged.
3. Written reports must adhere to the following technical requirements:

### Report Contents

- Reports must contain a table of contents. A title page, divider pages, and appendices are optional.
- Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are *not* counted in the page limit.
- Pages must be standard 8-1/2" x 11" paper.
- Pages must not be laminated or bound in sheet protectors.
- Reports may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.

### Report Covers

- **Each chapter will provide its own covers for this event.** Both front and back covers are required.
  - Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain other information, but are not counted against the page limit.
  - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
  - Cut out cover stock covers are allowed, but the page containing the cover information is counted in the total page count.
  - Two- or three-ring binders are not acceptable as report covers.
  - Report covers must not exceed 9-1/2" x 12".
  - No items such as labels or decals may be attached to the front cover.
  - All reports must be bound (e.g. tape or spiral binding).
4. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the report is well organized, contain substantiated statements, and is written in a business style.
  5. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.

6. Reports must describe activities of the chapter that were conducted between the previous State Leadership Conference and the current State Leadership Conference.
7. Entries must adhere to all of these regulations or they will be disqualified.
8. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the North Dakota and/or national association.

### **Oral Presentation**

- Based on the highest written report scores, a maximum of five (5) chapters will be selected to make oral presentations at the State Leadership Conference.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other representatives of the chapter.
- Advisers may not participate during the delivery of the presentation, including assisting with setup, distribution of handouts, operation of audio-visual equipment, etc.
- Seven (7) minutes will be allowed for the oral presentation, which will describe the project and the results obtained. Visual aids and samples specifically related to the project may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience. All equipment used for the presentation must be provided by the chapter.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for presentations over seven (7) minutes.
- Following each presentation, the judges may conduct a three-minute (3) question-and-answer period.
- The performance is open to conference attendees, except performing participants of this event.

### **JUDGING**

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

### **NATIONAL COMPETITION**

The first and second place winning projects or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# AMERICAN ENTERPRISE PROJECT

## Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
<b>Purpose of Project</b> Project designed specifically to promote local understanding of and support for the American enterprise system	0	1-5	6-10	11-15	
<b>Research into school and/or community needs</b>	0	1-2	3-4	5	
<b>Description of project</b> Planning and development Implementation	0 0	1-7 1-5	8-14 6-10	15-20 11-15	
<b>Evaluation and results</b> Benefits to and impact on the school and/or community	0	1-7	8-14	15-20	
<b>FORMAT OF REPORT</b>					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Creativity in the project presentation	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# AMERICAN ENTERPRISE PROJECT

## Oral Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>DELIVERY</b>					
Voice quality, diction	0	1-3	4-7	8-10	
Poise and professional appearance	0	1-3	4-7	8-10	
Self-confidence and assertiveness	0	1-2	3-4	5	
<b>EXPLANATION OF PROJECT</b>					
Description of project development and strategies used to implement project	0	1-8	9-17	18-25	
Appropriate level of member involvement	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points for presentations over seven (7) minutes					
<b>PRESENTATION SCORE</b>					/100 max
<b>REPORT SCORE</b>					/100 max
<b>FINAL SCORE</b>					/200 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:



# **BANKING & FINANCIAL SYSTEMS**

*Understanding how financial institutions and financial consulting and advisory services operate is important to successful business ownership and management, as well as to personal financial success. This event provides recognition for FBLA members who have an understanding of and skills in the general operations of the various components of the financial services sector.*

## **COMPETENCIES**

The written objective test will consist of items related to the functions and services provided by banks and related financial institutions, investment facilitators, and insurance providers. Areas of emphasis on the test may include concepts and practices, government regulation of financial services, basic terminology, the impact of technology on financial services, types and differences between the various types of institutions, ethics, careers in financial services, and taxation.

**Business Education Curriculum Standard(s):** Accounting, Career Development, Computation, Economics & Personal Finance, Management

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# **BUSINESS CALCULATIONS**

*Acquiring a high level of mathematics skill to solve business problems is a challenge for all prospective business employees. This event provides recognition for FBLA members who have an understanding of mathematical functions in business applications.*

## **COMPETENCIES**

The written objective test may consist of calculations performed in the business environment. Areas of emphasis on the test may include mark-ups and discounts, investments, bank records, insurance, interest rates, payroll, ratios and proportions, depreciation, consumer credit, and taxes.

**Business Education Curriculum Standard(s):** Computation

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# **BUSINESS COMMUNICATION**

*Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all business people. This event provides recognition for FBLA members who work toward improving their business communication skills of writing, speaking, and listening.*

## **COMPETENCIES**

The written objective test may include English skills, including written communication, grammar, editing and proofreading, punctuation, spelling, oral communication concepts, word definition and usage, capitalization, and nonverbal communication.

**Business Education Curriculum Standard(s):** Communication

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# **BUSINESS ETHICS (New)**

*Ethical decision-making is essential in the business world and the workplace. This team event recognizes FBLA members who demonstrate the ability to present solutions to ethical situations encountered in the business world and the workplace.*

## **COMPETENCIES**

Participants will be given a case study involving making ethical business decisions in the business world or in the workplace.

**Business Education Curriculum Standard(s):** Career Development, Communication, Information Technology

## **ELIGIBILITY**

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline. Each team must be composed of two to three (2-3) members.

## **PROCEDURES**

### **General Information**

- Each participant will be given two (2) 4" x 6" index cards to be used during the preparation and performance.
- Each team has seven (7) minutes to present their case.
- Books and reference materials may not be used in the preparation or presentation.
- Note cards will be collected following the presentation.
- A lectern will be available. No microphone will be used.
- No audio or video recording devices allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **Preliminary Round**

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Team members will be given twenty (20) minutes to prepare their case to present.
- One member should introduce the team and describe the ethical situation. All team members must participate in the presentation.
- A timekeeper will stand at six (6) minutes. A five (5) point deduction will be made for presentations over seven (7) minutes.
- A maximum of three (3) additional minutes will be allowed for questions from the judges. Team members should be prepared to defend their recommendations and respond to questions from the judges.
- The performance is open to conference attendees, except performing participants of this event.
- From each group one or more participants will be selected to compete in a final round.

### **Final Round**

- The order of performance will be drawn at random by an impartial person in the event office.
- All other procedures as outlined in the preliminary round will be followed for the final round.

**JUDGING**

The performance will be evaluated by a panel of judges. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

**NATIONAL COMPETITION**

The first place award winning team, or alternate, is eligible to compete at the FBLA National Leadership Conference.

**Members may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, Business Ethics, and Parliamentary Procedure.**

# BUSINESS ETHICS

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT AND RECOMMENDATION</b>					
Situation is understood and effectively defined	0	1-5	6-10	11-15	
Ethical dimensions of the problem are clearly defined	0	1-5	6-10	11-15	
Team's position is clearly stated	0	1-3	4-7	8-10	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Questions answered completely and effectively	0	1-3	4-7	8-10	
<b>DELIVERY OF PRESENTATION</b>					
Thoughts and statements are well organized and clearly stated	0	1-5	6-10	11-15	
Team members demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members actively participated in the presentation	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY.</b> Deduct five (5) points for presentations over seven (7) minutes.					
<b>FINAL SCORE</b>					/100 max

Names \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# **BUSINESS FINANCIAL PLANNING**

## **Sponsored by the North Dakota Bankers Association**

*Business financial planning is paramount to the success of any business enterprise. This event is designed to recognize FBLA members who possess the knowledge and skills needed to establish and develop a complete financial plan with a bank to operate a business, operate a farm or purchase a vehicle. The plan developed must be economically and financially progressive to show a return to the bank and a profit for the entrepreneur in a realistic time frame. In addition to learning and applying financial business decision-making skills, team participants develop business contacts, written and oral communication skills, and familiarity with North Dakota banking procedures.*

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not place first in this event at a previous State Leadership Conference.

### **REGULATIONS**

1. Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, an appropriate statement should be included in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
2. Creativity through design and use of meaningful graphics is encouraged.
3. Written reports must adhere to the following technical requirements:

#### **Report Contents**

- Reports must contain a table of contents. A title page, divider pages, and appendices are optional.
- Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are *not* counted in the page limit.
- Pages must be standard 8-1/2" x 11" paper.
- Pages must not be laminated or bound in sheet protectors.
- Reports may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.

#### **Report Covers**

- **Each chapter will provide its own covers for this event.** Both front and back covers are required.
  - Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain other information, but are not counted against the page limit.
  - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
  - Cut out cover stock covers are allowed, but the page containing the cover information is counted in the total page count.
  - Two- or three-ring binders are not acceptable as report covers.
  - Report covers must not exceed 9-1/2" x 12".
  - No items such as labels or decals may be attached to the front cover.
  - All reports must be bound (e.g. tape or spiral binding).
4. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in a business style.
  5. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
  6. Reports must describe activities of the chapter that were conducted between the previous State Leadership Conference and the current State Leadership Conference.

7. Entries must adhere to all of these regulations or they will be disqualified.
8. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the North Dakota and/or national association.

## **PROCEDURES**

1. The report must document the steps outlined in this procedure section. The report format should follow the same sequence given on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.
2. Team members should start planning for this event early in the school year and should plan to work on this event during the entire year prior to the State Leadership Conference. This project is a Business Financial Planning case study.
3. Team members must contact Dorothy Lick of the North Dakota Bankers Association (see address below) in order to be provided names and addresses of banks that are members of the North Dakota Bankers Association or the American Bankers Association.
4. Once provided with the appropriate bank information, team members must write letters of invitation to this bank to make a presentation on credit and lending at an FBLA chapter meeting or business class. Resources and case studies will be provided to the bankers by the North Dakota Bankers Association.
5. When this presentation has been completed, the local FBLA chapter will then determine if any group of students are interested in pursuing this actual event. If so, the banker will give the students the choice of a case study representing a small farm operation, small commercial business, or a car purchase. Each case study will orientate them to the situation they will simulate when they set up an appointment for a loan request with their local banker.
6. Team members (two or three) will study and analyze the case study chosen and prepare for an initial visit with the participating bank.
7. The initial visit to the bank will allow the team an opportunity to talk to the banker about their business situation and the reason they need financing. The banker will go through the bank's standard practice of requesting a current financial statement, income and expenses projections, etc., and will provide the necessary forms to the FBLA team at that time.
8. Upon receiving these forms, the FBLA team will meet and complete the financial information requested by the bank. All pertinent information and figures will be provided through the case study material.
9. When the FBLA team has completed the required documents, the team will again contact the bank and set up a second appointment to discuss their completed financial forms.
10. The loan documents will be typed up, discussed in detail with the members of the FBLA team, and then signed by all members of the team.
11. The FBLA team members will collate and summarize all information, materials, and forms into the approved format:
  - The purpose of the project.
  - A complete chronological sequence of events and time spent at the bank.
  - A summary of the Business Financial Planning process including the original completed financial statement along with all loan related documents/correspondence.
  - A letter from the participating banker regarding this project.
  - Personal comments and feelings of all team members. Team members' comments need to be identified (the name of each individual should appear with their comments).
12. Three copies of the completed reports will be submitted for judging directly to Dorothy Lick at the North Dakota Bankers Association. (see address below)
13. For additional information and/or assistance contact:  
Dorothy Lick  
Senior Vice President of Education  
North Dakota Bankers Association  
PO Box 1438  
Bismarck, ND 58502-1438  
Phone: 701-223-5303  
Fax: 701-258-0218  
e-mail: dorothy@ndba.com



**JUDGING**

The reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All judges' decisions are final.

**STATE AWARDS**

A maximum of six awards will be presented at the North Dakota State Leadership Conference. **NOTE: This is a North Dakota competitive event only. There is no competitive event on the national level.**

# BUSINESS FINANCIAL PLANNING

## Sponsored by North Dakota Bankers Association

### Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
Purpose of Project (statement of project goals)	0	1-3	4-7	8-10	
Complete chronological sequence of events and time spent at the bank	0	1-5	6-10	11-15	
Summary of the business financial planning process, including all related documents	0	1-15	16-30	31-45	
Personal comments from banker and all team members	0	1-3	4-7	8-10	
<b>FORMAT OF REPORT</b>					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Title page and table of contents; correct grammar, punctuation, and spelling; acceptable business style; and creativity	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max

Name(s) \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# **BUSINESS LAW**

*This event provides recognition for FBLA members who are familiar with specific legal areas that most commonly affect personal and business relationships.*

## **COMPETENCIES**

The written objective test may consist of both objective questions and case problems. Questions may address commonly recognized areas of business law including contracts, sales, business organization bailments, agency, bankruptcy, insurance, trade regulation, product liability, wills, consumer protection, negotiable instruments, and torts.

**Business Education Curriculum Standard(s):** Business Law, International Business

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# BUSINESS MATH

*Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who have an understanding of basic math functions needed in business.*

## COMPETENCIES

The written objective test may consist of items related to business such as questions on basic math concepts, decimals, fractions, percentages, discounts, and consumer credit.

**Business Education Curriculum Standard(s):** Computation

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members in grades 9 through 10 of the current school year are eligible.*
- Members may not enter this event if they competed in Business Calculations at a previous conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# GRADES 9-10 ONLY

# BUSINESS PLAN

*Business plans are an effective tool for evaluating, organizing, and selling a new business concept. A well-developed business plan can be a key component of a successful business start-up. This event recognizes FBLA members who demonstrate an understanding and mastery of the process required to develop and implement a new business venture.*

**Business Education Curriculum Standard(s):** Accounting, Career Development, Communication, Entrepreneurship, Marketing

## ELIGIBILITY

- For the number of teams who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Each project may be authored by an individual member or by a team not to exceed three (3) members. The project must not have been submitted at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the case of an entry submitted by a team, rather than an individual, one member of the team who was involved in a previously submitted entry may enter again. An individual entry is not eligible to try again.*

## REPORT CONTENT

An effective business plan should include the following information:

- **Executive Summary.** Provides a brief synopsis of the key points and strengths included in the plan. Convinces the reader to read the rest of the report.
- **Company Description.** Includes the basic details of the business. Provides an overview of the business, its location, and its legal structure and organization.
- **Industry Analysis.** Provides an analysis of the larger industry to which the business will belong. Analyzes key trends and players in the industry. Demonstrates an understanding and awareness of external business conditions.
- **Target Market.** Provides a brief overview of the nature and accessibility of the target market.
- **Competitive Analysis.** Includes an honest and complete analysis of the business' competition. Demonstrates an understanding of the business' relative strengths and weaknesses.
- **Marketing Plan and Sales Strategy.** Demonstrates how the business' product or service will be marketed and sold. Includes both strategic and tactical elements of the marketing and sales approach.
- **Operations.** Provides an overview of the way the business will operate on a day-to-day basis. Includes production processes, physical facility reviews, utilization of technology, and processes followed to ensure delivery of products or services.
- **Management and Organization.** Describes the key participants in the new business venture. Identifies the human resources the business can draw upon either as part of the management team, employee pool, consultants, directors, or advisers and the role each will play in the business' development. Discusses compensation and incentives and details decision-making processes.
- **Long-Term Development.** Gives a clear vision for where the business will be in three, five, or more years. Demonstrates an honest and complete evaluation of the business' potential for success and failure. Identifies priorities for directing future business activities.
- **Financials.** Indicates the accounting methodology to be used by the business. Discusses any assumptions made in projecting future financial results. Presents projections honestly and conservatively.

In addition, many business plans include copies of key supporting documents (e.g. certifications, licenses, tax requirements, codes, etc.) in an appendix. Other examples of these types of documents might include letters of intent or advance contracts, product technical descriptions and/or illustrations, endorsements, etc.

## REGULATIONS

1. Report formats must adhere to the following technical requirements:
  - Reports must contain a table of contents. A title page, divider pages, and appendices are optional.

- Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are *not* counted in the page limit.
  - Pages must be standard 8-1/2" x 11" paper.
  - Pages must not be laminated or bound in sheet protectors.
  - Reports may be single- or double-spaced.
  - Each side of the paper providing information is counted as a page.
  - Valuable items should not be included with the report. Copies should be sent rather than important original documents.
  - No items should be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.
  - **Each chapter will provide its own front and back covers for this event.** Both front and back covers are required. Report covers must include the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain other information, but are not counted against the page limit.
  - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
  - Cut out cover stock covers are allowed, but the page containing the cover information is counted in the total page count.
  - Two- or three-ring binders are not acceptable as report covers.
  - Report covers must not exceed 9-1/2" x 12".
  - No items such as labels or decals may be attached to the front cover.
  - All reports must be bound (e.g. tape or spiral binding).
2. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
  3. The oral presentation of finalist entries must be conducted by authors of the proposal only. In the case of a proposal submitted by multiple authors, at least one author must be present at the State Leadership Conference to conduct the presentation. No replacement or substitute presenters will be allowed.
  4. Visual aids and samples specifically related to the business plan may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience.
  5. Advisers may assist delegates during the designated "practice" times for this event. Advisers and members not part of the actual presentation team may not participate during the actual delivery of the presentation, including assisting with setup, distribution of handouts, operation of audio-visual equipment, etc.
  6. Proposals must describe **proposed** business ventures. The business venture must also be currently viable and realistic. The business described must not have been in operation for a period exceeding 12 months prior to the State Leadership Conference. Reports should not be submitted that evaluate ongoing business ventures.
  7. Entries must adhere to all of these regulations or they will be disqualified.
  8. Projects must arrive at the designated location on or before due date to be considered for competition.
  9. Projects received after due date will not be judged.
  10. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the national and/or state association.
  11. No audio or video recording devices allowed by individuals of the oral presentation.

## PROCEDURES

### Written Report

- Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, an appropriate statement should be included in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
- Creativity through design and use of meaningful graphics is encouraged.

### Oral Presentation

- Based on the highest written report scores, a maximum of five (5) teams will be selected to make oral presentations at the State Leadership Conference. A maximum of three (3) team members for each entry will give an oral presentation at the State Leadership Conference. A maximum time limit of seven (7) minutes will be allowed for the oral presentation, which will describe the proposal and the elements

of the business plan. Visual aids may be used; however, all equipment for the presentation must be provided by the chapter, and no items may be left with the judges or audience.

- A timekeeper will stand at six (6) minutes. When each presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for any presentation over seven (7) minutes.
- Following each oral presentation, the judges may conduct a three-minute (3) question-and-answer period during which the presenters should be prepared to defend all aspects of their plan, including their assumptions and projections.
- The performance is open to conference attendees, except performing participants of this event.

## **JUDGING**

Reports will be screened to determine if projects have complied with event eligibility and regulations. A panel of judges will evaluate the written report. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

## **NATIONAL COMPETITION**

The first and second place winning projects, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**NOTE:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

# BUSINESS PLAN

## Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
<b>Executive Summary</b> Convinces reader that business concept is sound and has a reasonable chance of success Is concise and effectively written	0	1-7	8-14	15-20	
<b>Company Description</b> Legal form of business Effective date of business Company mission statement/vision Company governance Company location(s) Immediate development goals Overview of company's financial status	0	1-5	6-10	11-15	
<b>Industry Analysis</b> Description of industry (size, growth rates, nature of competition, history) Trends and strategic opportunities within industry	0	1-5	6-10	11-15	
<b>Target Market</b> Target market defined (size, growth potential, needs) Effective analysis of market's potential, current patterns, and sensitivities	0	1-5	6-10	11-15	
<b>Competition</b> Key competitors identified Effective analysis of competitors' strengths and weaknesses Potential future competitors Barriers to entry for new competitors identified	0	1-5	6-10	11-15	
<b>Marketing Plan and Sales Strategy</b> Key message to be communicated identified Options for message delivery identified and analyzed Sales procedures and methods defined	0	1-5	6-10	11-15	
<b>Operations</b> Business facilities described Production plan defined and analyzed Workforce plan defined and analyzed Impact of Technology	0	1-5	6-10	11-15	



# BUSINESS PLAN

## Written Report Rating Sheet (continued)

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Management &amp; Organization</b> Key employees/principals identified and described Board of directors, advisory committee, consultants, and other human resources identified and described Plan for identifying, recruiting, and securing key participants described Compensation and incentives plan	0	1-5	6-10	11-15	
<b>Long-term Development</b> Long-term goals identified and documented Risks and potential adverse results identified and analyzed Strategy in place to take business toward long-term goals	0	1-5	6-10	11-15	
<b>Financials</b> Type of accounting system to be used identified Financial projects including monthly cash flow projections, are identified and reasonable Financial assumptions clearly identified	0	1-7	8-14	15-20	
<b>Supporting Documents</b> e.g., works cited page certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc.	0	1-5	6-10	11-15	
<b>FORMAT OF REPORT</b>					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Creativity of written presentation, design, and graphics	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/200 max

Member(s) \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# BUSINESS PLAN

## Oral Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>DELIVERY</b>					
Voice quality and diction	0	1-3	4-7	8-10	
Poise and professional appearance	0	1-3	4-7	8-10	
Self-confidence and assertiveness	0	1-2	3-4	5	
<b>EXPLANATION OF THE PROJECT</b>					
Description of the project development and strategies used to implement project	0	1-5	6-10	11-15	
Underlying assumptions explained and supported	0	1-3	4-7	8-10	
Risks and potential adverse results identified, analyzed, and planned for	0	1-5	6-10	11-15	
All aspects of the plan effectively presented	0	1-5	6-10	11-15	
Student evaluation of project effectiveness	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions regarding business start-up logistics	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points from presentations over seven (7) minutes					
<b>PRESENTATION SCORE</b>					/100 max
<b>REPORT SCORE</b>					/200 max
<b>FINAL SCORE</b>					/300 max

Name(s) \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# **BUSINESS PROCEDURES**

*Competency in performing daily tasks is a necessity in business. This event provides recognition for FBLA members who possess knowledge of basic skills and procedures and the ability to make intelligent business decisions.*

## **COMPETENCIES**

The written objective test may include questions on human relations, technology concepts, communication skills, decision making, career development, business operations, database management, and ethics. Proofreading and decision making activities may also be included.

**Business Education Curriculum Standard(s):** Communication, Information Technology

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# **BUSINESSPERSON OF THE YEAR**

*This event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and/or national levels.*

## **ELIBIGILITY**

Each chapter may nominate one or two persons for North Dakota FBLA Businessperson of the Year.

## **REGULATIONS**

1. The nominees must be members of the business community. Persons who are full-time employees of educational institutions or departments of education are not eligible for this award; such nominees will be disqualified.
2. Nominees must not have been named to this event at a previous State Leadership Conference.
3. The entry form must be completed by the local chapter adviser and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

## **PROCEDURES**

Criteria for selection of nominees at the local level should include, but do not have to be limited to:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

The biographical sketch of each nominee should address the above areas.

## **JUDGING**

The executive committee will select the Businessperson of the Year and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

***You will be notified if candidate is selected. If you are not notified, the person was not selected as Businessperson of the Year, and if you wish, you may give this person an award from your chapter.***

# C++ PROGRAMMING

*Programming is an essential career area that supports today's technology-based society. All programming involves the writing of detailed instructions that directs a computer to perform tasks necessary to process data into information. This event recognizes FBLA members who have developed an understanding and proficiency in the writing and development of programs in C++.*

## COMPETENCIES

The written objective test will consist of items related to arrays; computer concepts; word functions including subprocedures or subroutines; programming structures: sequence, decision/selection and repetition; variables; constants; debugging procedures; types of input and output; and strings.

**Business Education Curriculum Standard(s):** Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- The test will be based on the most recent version of the software.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators can be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# CHAPTER ACTIVITIES SCRAPBOOK

## North Dakota Event Only

*This event is designed to encourage local FBLA chapters to maintain a record of the yearly program of activities. Mementos and pictures of students and activities aid in building local spirit and continuity of the FBLA chapter. This is a North Dakota competitive event only. There is no national event that is similar.*

### ELIGIBILITY

All active local chapters may submit a scrapbook for judging. Chapters may also submit a digital scrapbook for judging in addition to the traditional, paper scrapbook.

### REGULATIONS

1. Submit your entry for state competition by the deadline date. Use the rating sheet on the following page for judging criteria.
2. *The official FBLA scrapbook cover is available but it is costly. Chapters are encouraged to use covers from previous years, or any plain **undecorated** scrapbook cover.*
3. Each scrapbook should represent the period of time from the beginning of the immediate past State Leadership Conference to the present time and must be limited to fifty (50) pieces of paper. This does not include the front and back covers. You may place material on the inside front and inside back cover. This is not counted as a page. (You may use both sides of the paper, if you wish, but *the scrapbook will be disqualified if it has over 50 pieces of paper.*) The scrapbook must not exceed 100 numbered pages including title page, table of contents, dividers, appendices and bibliography, but excluding front and back covers.

### PROCEDURES

- Scrapbooks are to be mailed to the address and by the date indicated in the State Leadership Conference Information section prior to the State Leadership Conference.
- Scrapbooks are to be comprehensive, covering the year from the past State Leadership Conference to the present time. Materials should include copies of programs; evidence of participation in local, state and national activities; and emphasis on participation by all members. Neatness, creativity, and art work is considered in the judging.

### JUDGING

Scrapbooks will be screened to determine if chapters have complied with event eligibility and regulations. Judges will evaluate the scrapbooks based on the rating criteria. All decisions of the judges are final.

### STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. **NOTE: This is a North Dakota competitive event only. This is not a competitive event on the national level.**

# CHAPTER ACTIVITIES SCRAPBOOK

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
APPEARANCE					
Neatness	0	1-2	3-4	5	
Color scheme		1-2	3-4	5	
Theme		1-2	3-4	5	
Layout		1-3	4-7	8-10	
Conforms to regulations		1-2	3-4	5	
ORGANIZATION					
Table of contents	0	1-2	3-4	5	
Logical arrangement and documentation of information		1-3	4-7	8-10	
Appropriateness of content		1-2	3-4	5	
Completeness of content		1-2	3-4	5	
School and local newspaper coverage		1-2	3-4	5	
Photographic coverage		1-3	4-7	8-10	
ORGINIALITY					
Creativity	0	1-5	6-10	11-15	
Overall value of the manual as an historical record of the chapter		1-5	6-10	11-15	
TOTAL POINTS					/100 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# **CHAPTER ACTIVITIES SCRAPBOOK--DIGITAL**

## **North Dakota Event Only**

This event is designed to encourage local FBLA chapters to maintain a digital record of the yearly program of activities. A digital record of the chapter's members and activities aid in building local spirit and continuity of the FBLA chapter. This is a North Dakota competitive event only. There is no national event that is similar.

### **ELIGIBILITY**

All active local chapters may submit a digital scrapbook for judging. Chapters may also submit a traditional, paper scrapbook for judging in addition to the digital scrapbook.

### **REGULATIONS**

1. Submit your entry for state competition by the deadline date. Use the rating sheet for judging criteria.
2. Each digital scrapbook should represent the period of time from the beginning of the immediate past State Leadership Conference to the present time and must be limited to one hundred (100) slides. This includes the title and ending slide. The slide show must include a title slide, table of contents, section dividers, glossary, and ending slide. The table of contents slide must contain hyperlinks to the different section dividers. The title slide must include school name, town, state, and year covered. (Ex. Watertown High School, Watertown, ND 2005-2006). Clip art and animation may be used.
3. The memory book should serve as a historical record of the members and the activities the chapter participated in during that particular year.

### **PROCEDURES**

- Slide shows are to be burned to a CD and mailed to the address and by the date indicated in the SLC Information section of this handbook prior to the State Leadership Conference.
- Slide shows are to be comprehensive, covering the year from the past State Leadership Conference to the present time. Materials should include scanned copies of program covers, evidence of participation in local, state, and national activities; and emphasis on participation by all members. Neatness, creativity, and originality are considered in the judging.

### **JUDGING**

Scrapbooks will be screened to determine if chapters have complied with event eligibility and regulations. Judges will evaluate the scrapbooks based on the rating criteria. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. NOTE: This is a North Dakota competitive event only. This is not competitive event on the national level.



# CHAPTER ACTIVITIES SCRAPBOOK - DIGITAL

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>APPEARANCE</b>					
Neatness	0	1-2	3-4	5	
Color scheme	0	1-2	3-4	5	
Theme	0	1-2	3-4	5	
Layout	0	1-2	3-4	5	
Conforms to regulations	0	1-2	3-4	5	
Elements are appropriate	0	1-2	3-4	5	
Proper use of grammar, spelling punctuation, etc.	0	1-2	3-4	5	
Effective use of text, graphics, and animation	0	1-2	3-4	5	
<b>ORGANIZATION</b>					
Table of Contents	0	1-2	3-4	5	
Logical arrangement and documentation of information	0	1-2	3-4	5	
Appropriateness of content	0	1-2	3-4	5	
Completeness of content	0	1-2	3-4	5	
School and local newspaper coverage	0	1-2	3-4	5	
Photographic coverage	0	1-2	3-4	5	
Effective transitions	0	1-2	3-4	5	
<b>ORIGINALITY</b>					
Creativity	0	1-3	4-7	8-10	
Overall value of the slide show as a historical record of the chapter	0	1-5	6-10	11-15	
<b>TOTAL POINTS</b>					/100 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# COMMUNITY SERVICE PROJECT

*This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of their community.*

## PROJECT PURPOSE

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report.

**Business Education Curriculum Standard(s):** Communication, Management, Marketing

## ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Members representing their chapters in the oral presentation portion of this event may compete in two (2) team/individual events.

## PROCEDURES

### Written Report

1. Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, an appropriate statement should be included in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
2. Creativity through design and use of meaningful graphics is encouraged.
3. Written reports must adhere to the following technical requirements:

#### Report Content

- Reports must contain a table of contents. A title page, divider pages, and appendices are optional.
- Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are *not* counted in the page limit.
- Pages must be standard 8-1/2" x 11" paper.
- Pages must not be laminated or bound in sheet protectors.
- Reports may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.

#### Report Covers

- **Each chapter will provide its own covers for this event.** Both front and back covers are required.
  - Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain other information, but are not counted against the page limit.
  - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
  - Cut out cover stock covers are allowed, but the page containing the cover information is counted in the total page count.
  - Two- or three-ring binders are not acceptable as report covers.
  - Report covers must not exceed 9-1/2" x 12".
  - No items such as labels or decals may be attached to the front cover.
  - All reports must be bound (e.g. tape or spiral binding).
4. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the report is well organized, contain substantiated statements, and is written in a business style.
  5. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
  6. Reports must describe activities of the chapter that were conducted between the previous State Leadership Conference and the current State Leadership Conference.

7. Entries must adhere to all of these regulations or they will be disqualified.
8. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the North Dakota and/or national association.

### **Oral Presentation**

- Based on the highest written report scores, a maximum of five (5) chapters will be selected to make oral presentations at the State Leadership Conference.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other representatives of the chapter. Five (5) minutes will be allowed to set up equipment or presentation items.
- Advisers may not participate during the delivery of the presentation, including assisting with setup, distribution of handouts, operation of audio-visual equipment, etc.
- Seven (7) minutes will be allowed for the oral presentation, which will describe the project and the results obtained. Visual aids and samples specifically related to the project may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience. All equipment used for the presentation must be provided by the chapter.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for presentations over seven (7) minutes.
- Following each presentation, the judges may conduct a three-minute (3) question-and-answer period.
- The performance is open to conference attendees, except performing participants of this event.

### **JUDGING**

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

### **NATIONAL COMPETITION**

The first and second place winning projects, or alternate, may be submitted for competition at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# COMMUNITY SERVICE PROJECT

## Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>REPORT CONTENT</b>					
<b>Purpose of Project</b> Statement of project goals Service to the community and its citizens	0	1-5	6-10	11-15	
<b>Scope and Intensity of Project</b> Planning and development Implementation	0 0	1-5 1-5	6-10 6-10	11-15 11-15	
<b>Benefits to and Impact on the community</b>	0	1-8	9-17	18-25	
<b>Evidence of publicity</b>	0	1-2	3-4	5	
<b>FORMAT OF REPORT</b>					
<b>Clear and concise presentation with logical arrangement of information</b>	0	1-3	4-7	8-10	
<b>Creativity of written presentation, design, and graphics</b>	0	1-2	3-4	5	
<b>Correct grammar, punctuation, spelling, and acceptable business style</b>	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# COMMUNITY SERVICE PROJECT

## Oral Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>DELIVERY</b>					
Voice quality and diction	0	1-3	4-7	8-10	
Poise and professional appearance	0	1-3	4-7	8-10	
Self-confidence and assertiveness	0	1-2	3-4	5	
<b>EXPLANATION OF THE PROJECT</b>					
Description of project development and strategies used to implement project	0	1-8	9-17	18-25	
Appropriate level of member involvement	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points for presentations over seven (7) minutes					
<b>PRESENTATION SCORE</b>					/100 max
<b>REPORT SCORE</b>					/100 max
<b>FINAL SCORE</b>					/200 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# COMPUTER APPLICATIONS

*Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment utilizing critical thinking and decision making skills. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.*

## COMPETENCIES

- Participants should be prepared to complete problems in the following areas with possible integration:
  - o **Word Processing** - Participants will be responsible for the production of letters, memorandums, tables, reports, or any other type of word processing problems.
  - o **Database** - Participants will be responsible for creating a database and applying various functions such as searching, cloning, etc.
  - o **Spreadsheets** - Participants will be responsible for completing the spreadsheet grid and applying various functions such as move, combine, format, etc. In addition, students will be responsible for creating and applying formulas.
  - o **Business Graphic Solutions** - Participants will be responsible for completing various graphics including bar, line, pie, exploded pie, or stacked bar.
  - o **Presentation** - Participants will be responsible for preparing text slides with graphics.
- Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading. The Format Guide will be used for formatting word processing documents.
- Results will be based on printed copy.
- In addition, participants will be tested on their understanding and mastery of basic computer terminology and concepts, document formatting rules and standards, related application knowledge, and grammar, punctuation, spelling, and proofreading.

**Business Education Curriculum Standards(s):** Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- ***Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition.*** The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.
- Two (2) hours will be allowed for the skills test at the school testing site. This time must run continuously and cannot be administered in multiple sessions. Once the event has begun, the clock may be stopped only for repair of technical problems outside the control of the students being tested. Time should begin immediately following the resolution of the technical challenge and continue with the remaining time. Entries which have been administered in multiple sessions, or that have exceeded the allowed time limit, will be disqualified. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty.
- A Format Guide (located at the end of this section) has been developed to be used as a guide for all skill events that require word processing documents. The Format Guide will be allowed in the test site. All documents must be prepared according to the style in the format guide. If the Format Guide isn't followed, the error will be considered a serious error, and a deduction of five (5) points will be taken.
- Word division manuals and dictionaries may be used as reference materials for the skills portion of the test only.
- Voice recognition software may be used where appropriate. The local chapter must provide the software.
- Calculators are not allowed on the production portion of the test.

- A one-hour objective test will be administered at the school site based on previously written competencies and basic skills knowledge.
- Participants must furnish their own No. 2 pencils, erasers, and non-graphing calculators.

### **JUDGING**

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

### **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# **FBLA STANDARDS OF MAILABILITY**

Use for the following competitive events:

- Computer Applications
- Word Processing I
- Word Processing II

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents. See the Format Guide at the end of this section.

*In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.*

- Omission of a non-essential part of a document (e.g. reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

*The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.*

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document (e.g. date, inside address, etc.)
- Format Guide not followed



# COMPUTER CONCEPTS

*The processing of data is important to the successful operation of business. This event provides recognition for FBLA members who understand the basic principles involved in computer technology.*

## COMPETENCIES

The written objective test may include questions on basic computer principles, terminology, computer application concepts, programming concepts and procedures, and computer equipment.

**Business Education Curriculum Standard(s):** Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members in grades 9 or 10 of the current school year are eligible.*
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## GRADES 9-10 ONLY

# DESKTOP PUBLISHING

*Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to FBLA members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.*

## COMPETENCIES

- Participants should be prepared to create, design, and produce useable copy on a computer using desktop publishing software.
- In addition, participants will be tested on their understanding and mastery of basic desktop terminology and concepts; related desktop application knowledge; desktop layout rules and standards; and message presentation, accuracy, and proofreading.

**Business Education Curriculum Standards(s):** Communication, Information Technology

## ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each entry must be created by a team of two (2) individuals. The participants must be members of an active local chapter and on record in the FBLA-PBL state and national offices as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

- ***Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the due date to be considered for competition.*** The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.
- Two (2) hours will be allowed for the skills portion of this test. This time must run continuously and cannot be administered in multiple sessions. Once the event has begun, the clock may be stopped only for repair of technical problems outside the control of the students being tested. Time should begin immediately following the resolution of the technical challenge and continue with the remaining time. Entries which have been administered in multiple sessions, or that have exceeded the allowed time limit, will be disqualified. Additional time will be allowed for general directions.
- Participants will complete problem(s) that *may* include application of the following:
  - graphics
  - text creation
  - layout creativity
  - selection of appropriate fonts and type sizes
- Two computers may be used by the team of two participants for this competitive event. The participants may also choose to use a scanner and/or clipart. No other equipment may be used. The finished product may be submitted in black and white or in color on plain paper.
- Word division manuals and dictionaries may be used as reference materials.
- Voice recognition software may be used where appropriate.
- Documents produced for this event must be prepared by the FBLA competitors without help from the adviser or any other person. No reference materials may be used other than that provided or specifically allowed by the State and National Association.
- Documents received from local and state chapters become the property of FBLA-PBL, Inc., and may be used for publication or reproduction for sale by the North Dakota and/or national association.

## Objective Test

- A one-hour (1) written objective test will be administered at the home school based on previously written competencies and basic skill knowledge.
- Team members will take the objective test cooperatively.
- Participants must furnish their own No. 2 pencils, erasers, and pens.

## **JUDGING**

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# DESKTOP PUBLISHING

## Production Test Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>USABILITY</b>					
Document effectively meets goals of the project	0	1-6	7-14	15-20	
Document addresses appropriate audience and shows good grasp of the concept	0	1-2	3-4	5	
Information effectively synthesized	0	1-2	3-4	5	
<b>TECHNICAL FEATURES</b>					
Appropriate font selection (i.e., size, font type, mix, leading)	0	1-3	4-7	8-10	
Effective text treatment (i.e., paragraph indents, bullets, hanging indents, alignment, text wrapping)	0	1-3	4-7	8-10	
Effective application of a special effect(s), which may include but is not limited to drop cap, shadowing, reverse type, screens, mirror images	0	1-3	4-7	8-10	
<b>LAYOUT</b>					
Creative, original	0	1-3	4-7	8-10	
Appealing	0	1-3	4-7	8-10	
Selection and effective use of graphic(s)	0	1-3	4-7	8-10	
<b>OVERALL EFFORT</b>					
Comprehensive approach to the project Effective use of technology for the task Final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct two (2) points for each typographical, spelling, or grammatical error.					
<b>FINAL SCORE</b>					/100 max

Names \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# ECONOMICS

*This event provides recognition for FBLA members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems.*

## COMPETENCIES

The written objective test may include questions on economic principles related to the policies and goals of the United States economy and a comparison of the American economic system with that of other systems. Topics covered may include supply and demand, prices, profits, competition, government and taxes, global economics, monetary and fiscal policy, types of business, investments, labor relations, and environmental issues.

**Business Education Curriculum Standard(s):** Economics and Personal Finance, Entrepreneurship, International Business, Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# EMERGING BUSINESS ISSUES

*This event provides FBLA-PBL members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue. The event is based on team rather than individual participation. In addition to learning research skills, team participants develop speaking ability and poise through oral presentations.*

## COMPETENCIES/2006 State and National Leadership Conference Topic

*The topic to be researched and presented during the 2006 State and National Leadership Conferences will be: On August 14, 1935, President Franklin D. Roosevelt signed the Social Security Act, which included a number of social programs, including unemployment compensation, the Aid to Dependent Children Program, aid to the states for health and welfare programs, and retirement benefits for workers. The first regular monthly payments for Social Security began in 1940.*

President George W. Bush has proposed a plan to privatize a portion of Social Security through the establishment of personal retirement accounts for people born after 1950. Be prepared to argue the **affirmative**, that the government should privatize Social Security by allowing certain individuals to establish personal retirement accounts of the **negative** that government should not reform the current Social Security.

Participants will be expected to research the topic prior to the conference and be prepared to present either an affirmative or negative argument, based on random selection at the SLC.

**Business Education Curriculum Standard(s):** Communication, Economics and Personal Finance, International Business, Management

## ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline. Each team must be composed of two to three (2-3) members.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** One (1) member who qualified and/or competed in this event at NLC may compete again.

## PROCEDURES

### General Information

- Each team's presentation must be the result of their own, independent work. Facts and working data may be secured from any source. Presentations must be prepared by the student members, not advisers. All members of the team must participate in the advance research of the topic and in the actual presentation.
- Teams will be permitted to bring prepared materials written/printed on note cards to the preparation and presentation areas. One 4" x 6" index card will be given to each participant and may be used during the preparation and performance.
- Books, other bound materials, and props will NOT be allowed.
- A lectern will be available. No microphone will be used.

### Preliminary Round

- Ten (10) minutes before their presentation time, team members will draw to determine whether they will present an affirmative or negative argument. Teams will then have five (5) minutes to finalize their preparations.
- Each presentation may last no more than five (5) minutes.
- A timekeeper will stand at four (4) minutes. When the presentation is finished, the time used will be recorded, noting a deduction of five (5) points for any presentation which exceeds five (5) minutes.
- Following each oral presentation, the judges may conduct a five-minute (5) question and answer period during which the presenters should be prepared to defend their affirmative or negative argument.

- All performances are open to conference attendees, except performing participants of this event.
- Teams will be divided into two (2) or three (3) groups for the preliminary round, depending on the number of teams. From each group, one or more teams will be selected to compete in the final round.

#### **Final Round**

- The order of performance will be drawn at random by an impartial person in the event office.
- All other procedures as outlined in the preliminary round will be followed for the final round.

#### **JUDGING**

- The performance will be evaluated by a panel of judges. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

#### **NATIONAL COMPETITION**

The first place award winning team, or alternate, is eligible to compete at the FBLA National Leadership Conference.

Note: North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

**Members may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, Parliamentary Procedure, and Business Ethics.**

# EMERGING BUSINESS ISSUES

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>KNOWLEDGE OF TOPIC</b>					
Understanding of issue/topic	0	1-3	4-7	8-10	
Flow and logic of content	0	1-7	8-14	15-20	
Quality of evidence	0	1-7	8-14	15-20	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>PRESENTATION SKILLS</b>					
Voice, grammar, articulation	0	1-2	3-4	5	
Teamwork	0	1-2	3-4	5	
<b>ABILITY TO TAKE A POSITION</b>					
Persuasiveness	0	1-7	8-14	15-20	
Relevance of arguments	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY.</b> Deduct five (5) points for presentations over five (5) minutes.					
<b>FINAL SCORE</b>					/100 max

**Check One:**

- ☐ Affirmative presentation
- ☐ Negative presentation

Names \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:



# ENTREPRENEURSHIP

*Owning and managing a business is the goal of many Americans. This event recognizes FBLA members who demonstrate the knowledge and skills needed to establish and manage a business. This event is based on team rather than individual participation. In addition to learning and applying business decision-making skills, team participants develop speaking ability and poise through oral presentations.*

## COMPETENCIES

This event is composed of two (2) parts: a written objective test and a decision-making problem (case study) with the decision presented and defended before a panel of judges.

### Objective Test

The written objective test may include questions on business plans, community/business relationships, legal issues, initial capital and credit, personnel management, financial management, marketing management, taxes, and government regulations.

### Case Study

The case study will consist of a problem encountered by entrepreneurs in one or more of the following areas: business planning, human relations, financial management, and marketing. All the questions raised in the case must be addressed during the oral presentation.

**Business Education Curriculum Standard(s):** Accounting, Communication, Entrepreneurship, Management, Marketing

## ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team must be composed of three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** One (1) member who qualified and/or competed in this event at NLC may compete again.

## PROCEDURE

### Objective Test

- NOTE: The written objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the designated location by the established date to be considered for competition.
- A one-hour (1) written objective test will be administered based on the previously listed competencies.
- Team members will take one objective test collaboratively.
- Participants must furnish their own No. 2 pencils and erasers.
- The five (5) teams with the highest scores will be scheduled for a performance.

### Case Study Problem

- Twenty (20) minutes before performance each team will receive an envelope containing three (3) copies of the case study.
- Two (2) 4" x 6" index cards will be provided to each participant and may be used during the preparation and performance of the oral segment of the event. Information may be written on both sides of the note cards.
- No reference materials or visual aids may be brought to or used during the preparation or performance.
- The team has ten (10) minutes to present the case.
- One member should introduce the team and describe or summarize the case study. All team members must participate in the presentation. The team members will be allowed to use their index cards in explaining their decisions and rationale to the judges.

- A timekeeper will stand at nine (9) minutes. When the team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over ten (10) minutes. A maximum of five (5) additional minutes will be allowed for questions from the judges. Participants should be prepared to defend their decisions and respond to questions of the judges.
- The performance is open to conference attendees, except performing participants of this event.
- No audio or video recording devices allowed in the oral presentation.

### **JUDGING**

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

### **NATIONAL COMPETITION**

The first place award winning team is eligible to compete at the FBLA National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Students may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, and Business Ethics.**

# ENTREPRENEURSHIP

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
Problem is understood and well defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-5	6-10	11-15	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>EXPLANATION OF THE CASE</b>					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1-5	6-10	11-15	
Team members are forceful, show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-2	3-4	5	
<b>PRESENTATION SCORE</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points for presentations over ten (10) minutes					
<b>FINAL SCORE</b>					/100 max
<b>WRITTEN TEST SCORE.</b> To be used only in the event of a tie.					

Name(s) \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# **FBLA ACALYMPICS NORTH DAKOTA EVENT**

*This event is based on team rather than individual competition. FBLA chapter team members demonstrate knowledge of fundamental business competencies as well as FBLA history and organization.*

## **COMPETENCIES**

The event will consist of a written test with all team members working jointly to answer the questions. The test may include questions on accounting, business communications, business math, business law, office procedures, spelling, FBLA history and organization, computers, general business, and keyboarding.

## **ELIGIBILITY**

For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team must be composed of three (3) to five (5) members who are on record as having paid dues by the established state membership deadline.

## **REGULATIONS**

1. Team members may have entered this event at a previous State Leadership Conference.
2. Team members also may enter another competitive event with the exception of interview, performance, or speaking events.
3. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **PROCEDURES**

- This event consists of questions based on the previously listed competencies, with team members working jointly to answer the questions.
- A one-hour written objective test will be administered.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
- Ties will be broken according to which team finished first.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five (5).

## **NATIONAL COMPETITION**

This is a North Dakota event only. There is no competition at the national level.

# **FBLA PRINCIPLES & PROCEDURES**

*Members in FBLA should be knowledgeable about the association and the information found in the official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.*

## **COMPETENCIES**

The written objective test may consist of general information about the organization of FBLA-PBL, its goals, creed, bylaws, and other facts found in the *FBLA-PBL Chapter Management Handbook*. Members should be familiar with the competitive event information found in the *Chapter Management Handbook*. In addition, contestants may find information for this event in the *Tomorrow's Business Leader*, *Hotline*, and any other official publication sent to the chapter by the national office.

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in grades 9 through 10 are eligible.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## **GRADES 9-10 ONLY**

# FUTURE BUSINESS LEADER

*This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.*

## COMPETENCIES

This event consists of three (3) parts:

- **Letter of Application and Resume** - Must be composed and submitted prior to the State Leadership Conference.
- **Objective Test** - The written objective test may include questions about business concepts, general business knowledge (such as accounting, economics, law, communications, math, technology, business procedures, economics, marketing, and international business); FBLA-PBL history, programs and bylaws; and parliamentary procedure. – Must be taken prior to the State Leadership Conference.
- **Interviews** - Participants will be scheduled for an interview.

**Business Education Curriculum Standard(s):** Accounting, Business Law, Career Development, Communication, Computation, Economics & Personal Finance, Entrepreneurship, Information Technology, International Business, Management, Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

This event consists of three (3) parts: submission of a letter of application with a resume, completion of an objective test, and participation in a simulated interview(s).

### *Letter of Application and Resume*

- Three (3) copies of the following items must be submitted in a single standard file folder to the designated location prior to the State Leadership Conference:
  - + A one-page letter of application (original or copy) for the award addressed to Jean Buckley, President and CEO of FBLA-PBL, Inc., 1912 Association Drive, Reston, VA 20191-1591. The letter should state the reasons the participant is deserving of the honor of this award.
  - + A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
- The standard file folder tab must be labeled with the participant's name, chapter, and event title. Include participant's name on all pages submitted.
- Participants failing to submit materials by the stated deadline will be disqualified.
- A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline, but do not adhere to the event guidelines for the submission of proper materials.
- The letters of application and resumes must be prepared by student members, not advisers. Chapter advisers should serve as consultants to ensure that the letters of application and resumes are well organized, contain substantiated statements, and are written in a business style.

### *Objective Test*

- A one-hour written objective test will be administered *in the home school* based on the previously listed competencies. The form to request this test prior to the State Leadership Conference is in the Forms section of this handbook.
- Participants must furnish their own No. 2 pencils.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.

#### *Initial Interviews*

- Participants will be divided into groups, depending on the number of entries. Each participant will be scheduled for a ten minutes (10) interview.
- Professionals from business will conduct the interviews. The interview times will be drawn at random by an impartial person in the event office.
- Judges will be given copies of all participants' application materials. No other items may be brought to the interview or left with the judges.

#### *Final Interviews*

- If needed, and based on the written test, letter of application, resume, and the initial interview, a maximum of fifteen (15) finalists – an equal number of participants from each group – will be scheduled for a final interview.
- Participants will be assigned times at random for their final fifteen-minute (15) interview.
- All other procedures as outlined for the initial interviews will be followed for the final interview.

#### **JUDGING**

- The written objective tests will be machine graded.
- The interview and related materials portions of these events will be evaluated by a panel of judges. All decisions of the judges are final.
- The final interview rating sheet scores will determine the winners. In the case of a tie after the second interview, the objective test scores will be used to determine the final rank.

#### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten.

#### **NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

***Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Students may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, and Business Ethics.**

# **FUTURE BUSINESS LEADER**

## **Interview Rating Sheet**

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>INTERVIEW</b>					
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Communication skills	0	1-3	4-7	8-10	
Professional appearance (grooming and appropriate business attire)	0	1-3	4-7	8-10	
<b>LEADERSHIP ABILITY</b>					
Participation/leadership in FBLA	0	1-5	6-10	11-15	
Participation in other school and/or community organizations	0	1-3	4-7	8-10	
Demonstration of outstanding achievement	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-5	6-10	11-15	
<b>APPLICATION MATERIALS</b>					
Effectiveness of application materials (resume and letter of application)	0	1-3	4-7	8-10	
<b>INTERVIEW POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct up to ten (10) points for failure to fully follow the guidelines.					
<b>OBJECTIVE TEST SCORE</b>					/100 max
<b>FINAL SCORE</b>					/200 max

Name \_\_\_\_\_ School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:



# GO FOR NORTH DAKOTA GOLD

*Go for North Dakota Gold is a project designed to recognize active local FBLA chapters and their advisers. Chapters who complete either the gold or silver level, and who submit an entry form with documentation, will be recognized.*

## COMPETENCIES

Fulfill the requirements for either the gold or silver level and make this a winning year for your chapter. Activities and a form for entering this event are found in the "Forms" section of this manual. **Documentation must accompany entry.** Only entries received by the designated date will be considered for judging.

**Gold Level**—complete the five (5) required activities and seven (7) of the optional activities. Gold level chapters will receive recognition and preferred seating during the Awards of Excellence Program at the State Leadership Conference.

**Silver Level**—complete four (4) of the required activities and five (5) of the optional activities. Silver level chapters will receive recognition at the State Leadership Conference.

## ELIGIBILITY

All active local chapters are eligible.

## REGULATIONS

All activities must be completed during the current membership year. **Documentation must accompany entry form.** All items submitted become the property of the North Dakota State Chapter of FBLA and will not be returned.

### Five Required Activities for Gold Level - Four Required Activities for Silver Level

- Pay initial state and national dues of \$10 per member by October 20.
- Submit Local Chapter Annual Business Report for state competition.
- Submit Infoshare forms on three separate months for publication on the North Dakota FBLA Web site.
- Create a chapter Web site that is linked to the state Web site. Submit URL to state webmaster so that there is also a link on the state Web site.
- Chapter attends the Fall Leadership Conference.

### Optional—any seven for gold level, any five for silver level

- Submit article to FBLA-PBL national publications. Attach article.
- Conduct a public relations program in the school and community and document the activities with newspaper clippings and reports of radio/TV coverage.
- Qualify for the North Dakota Membership Achievement Award.
- Have a candidate run for state office.
- Attend the National Fall Leadership Conference.
- Include a businessperson in a chapter activity.
- Include a school official/administrator in a chapter activity.
- Submit American Enterprise Project for state competition.
- Submit Business Financial Planning Project for state competition.
- Submit Community Service Project for state competition.
- Submit Project Awareness for state competition.
- Submit Business Plan for state competition.
- Submit Partnership with Business Project for state competition.
- Conduct a job shadowing activity for chapter members.
- Recruit at least two professional members.
- Secure a corporate sponsorship.
- Adopt a Chapter.
- Chapter has a majority of members participate in Professional Dress Day on three separate months.
- At least one (1) chapter member completes Membership Madness or Membership Mania.
- At least three (3) members complete one or more levels of the National Business Achievement Awards Program.
- Chapter participates in three Professional Dress Days.

## **PROCEDURE**

Complete the form found in the "Forms" section of this manual. Documentation must accompany entry. All entries must be received by the designated date.

## **JUDGING**

Entries will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations.

## **STATE AWARDS**

All chapters achieving gold-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.
- Preferred seating at the Awards of Excellence Program.

All chapters achieving silver-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.

## **NATIONAL AWARDS**

**NOTE: This is a North Dakota only FBLA event.** It is similar in nature to some of the national chapter and member recognition activities. Some projects used to qualify for Go For North Dakota Gold can also be used to qualify for national recognition.

# HONORARY MEMBERSHIP IN NORTH DAKOTA FBLA

*This event recognizes outstanding business leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and national levels.*

## ELIGIBILITY

Each chapter may enter one or two persons as candidate(s) for an Honorary Membership in North Dakota FBLA.

## REGULATIONS

1. Honorary Members may be nominated from those who are employed in government, local teachers, school administrators, employees of local educational agencies, or other interested people in the community.
2. Nominees must not have been named to this event at a previous State Leadership Conference.
3. The entry form must be completed by the local chapter adviser and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

## PROCEDURES

The biographical sketch of each nominee should address the following areas:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

## JUDGING

The executive committee will select honorary members and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

***You will be notified if your candidate is selected. If you are not notified, the person was not selected as an honorary member, and if you wish, you may give this person an award from your chapter.***

# IMPROMPTU SPEAKING

*The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes FBLA members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.*

## COMPETENCIES

Participants will be given a topic related to one or more of the following: FBLA-PBL goals, FBLA-PBL activities, FBLA-PBL current national programs, current events, and/or relevant business topics.

**Business Education Curriculum Standard(s):** Communication

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

- One (1) 4"x6" index card will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Participants must furnish their own pens and pencils.
- The speech should be four (4) minutes in length.
- No reference materials may be brought to or used during the preparation or presentation.
- A lectern will be available. No microphone will be used.
- No audio or video recording devices allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## Preliminary Round

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants will be allowed ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.
- Any notes made during the preparation time may be used when speaking. The note card must be submitted to the event administrator at the conclusion of the speech. Information may be written on both sides of the note card.
- At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will stand at three (3) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29.
- The performance is open to conference attendees, except performing participants of this event.
- From each group one or more participants will be selected to compete in a final round.

## Final Round

Finalists will be assigned times based on random selection for final performance and will repeat the procedures as outlined in the preliminary round.

## JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

## **NATIONAL COMPETITION**

The first place award winner, or alternate, is eligible to compete at the FBLA National Leadership Conference.

***Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Students may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, and Business Ethics.**

# IMPROMPTU SPEAKING

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
Relation to the topic	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
<b>ORGANIZATION</b>					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
<b>DELIVERY</b>					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing and concise	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points for presentations under 3:31 or over 4:29 minutes					
<b>FINAL SCORE</b>					/100 max

Name \_\_\_\_\_ School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# INTERNATIONAL BUSINESS

*This event recognizes FBLA members who develop competency and demonstrate knowledge of the basic principles of management, marketing, and economics of international business.*

## COMPETENCIES

The written objective test may include questions on communication (including culture and language), ownership and management, legal issues, global business environment, treaties and trade agreements, taxes and government regulations, marketing, currency exchange, human resource management, and finance.

**Business Education Curriculum Standard(s):** Economics & Personal Finance, International Business, Management

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# INTRODUCTION TO BUSINESS

*The American business enterprise system functions effectively when participants are properly trained to make good business decisions. This event provides recognition for FBLA members who demonstrate an understanding of the American business enterprise system and its effect on consumers, employees, and entrepreneurs.*

## COMPETENCIES

The written objective test may include questions on the characteristics and organization of business; consumerism, money management, and banking; career awareness, rights and responsibilities of employees, managers, owners, and government; insurance; and economic systems.

**Business Education Curriculum Standard(s):** Career Development, Computation, Economics & Personal Finance, Entrepreneurship, Management, Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in grades 9 or 10 of the current school year are eligible.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## GRADES 9-10 ONLY



# INTRODUCTION TO BUSINESS COMMUNICATION

*Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all business people. This event provides recognition for FBLA members who demonstrate an understanding of basic communication skills and concepts.*

## COMPETENCIES

The written objective test may include grammar, spelling, punctuation, oral communication concepts, proofreading, word definition and usage, numbers, and capitalization.

**Business Education Curriculum Standard(s):** Communication

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in *grades 9 or 10* of the current school year are eligible.
- Members may not enter this event if they have entered the Business Communication event at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## GRADES 9-10 ONLY

# INTRODUCTION TO PARLIAMENTARY PROCEDURE

*This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.*

## COMPETENCIES

The written objective test will consist of parliamentary procedure principles and FBLA bylaws. Through partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles portion of the exam will be drawn from NAP's official test bank.

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 are eligible.*
- Members may not enter this event if they have entered the Parliamentary Procedure event at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

## GRADES 9-10 ONLY

# **JAVA PROGRAMMING**

*Programming is an essential career area that supports today's technology-based society. All programming involves the writing of detailed instructions that directs a computer to perform tasks necessary to process data into information. This event recognizes FBLA members who have developed an understanding and proficiency in the writing and development of programs in Java.*

## **COMPETENCIES**

The written objective test will consist of items related to menu and arrays; window controls; computer concepts; word functions including subprocedures or subroutines; programming structures; sequence, decision/selection, and repetition; variables; constants; debugging procedures; types of input and output; and graphical user interface.

**Business Education Curriculum Standard(s):** Information Technology

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURES**

- A one-hour written objective test will be administered based on the previously listed competencies.
- The test will be based on the most recent version of the software.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators can be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **JUDGING**

Tests will be machine graded.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## **NATIONAL COMPETITION**

The first and second place winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# JOB INTERVIEW

*This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.*

## COMPETENCIES

Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, D.C. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.

This event consists of three (3) parts:

- A letter of application and resume composed prior to the State Leadership Conference.
- A job application form completed prior to the State Leadership Conference.
- Participants will be scheduled for an initial job interview. Finalists will be scheduled for a second interview.

**Business Education Curriculum Standard(s):** Career Development, Communication

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

This event consists of three (3) parts; submission of a letter of application with a resume, completion of a job application form, and participation in a simulated interview(s).

### Preconference Requirements

- Three (3) copies of the following items must be submitted in a single standard file folder to the designated location prior to the State Leadership Conference:
  - A one-page letter of application (original or copy) from the participant addressed to:  
Dr. Terry E. Johnson, Director  
Human Resources  
Merit Corporation  
1640 Franklin Place  
Washington, DC 20041
  - A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
  - A completed Job Application form (found in Forms section).
- The tab of the standard file folder must be labeled with the participant's name, chapter, and event title. Include the participant's name on all pages submitted.
- A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
- The letters of application and resumes must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the letters of application and resumes are well organized, contain substantiated statements, and are written in a business style.

### Letter of Application and Resume

- A letter of application and resume must be submitted. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.
- The letter of application and resume must be composed prior to the State Leadership Conference and submitted as indicated above.

**Job Application Form**

Each participant must complete a job application form with their letter of application and resume (found in the Forms section of this handbook) prior to the State Leadership Conference. Thirty (30) minutes will be allowed for this portion of the event.

**Initial Interviews**

Participants will be divided into groups for the initial interviews, depending on the number of participants. Each participant will be scheduled for a ten-minute (10) initial interview. From each group one or more participants will be selected to compete in a final interview.

**Final Interviews**

Participants will be assigned times at random for their final fifteen-minute (15) interview. All other procedures as outlined for the preliminary interviews will be followed for the final interview.

**JUDGING**

Participants will be judged by a panel of judges from the business sector. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is six.

**NATIONAL COMPETITION**

The first place award winner, or alternate, is eligible to compete at the FBLA National Leadership Conference.

***Note:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Students may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, and Business Ethics.**

# JOB INTERVIEW

## Rating Sheet

- ☐ Preliminary Round
- ☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>PRESENTATION</b>					
Professional appearance	0	1-3	4-7	8-10	
Proper greeting, introduction, and closing	0	1-3	4-7	8-10	
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Initiative and assertiveness	0	1-3	4-7	8-10	
<b>INTERVIEW</b>					
Demonstrates the ability to understand and respond to interview questions	0	1-3	4-7	8-10	
Communication skills	0	1-7	8-14	15-20	
Career knowledge and career plans	0	1-3	4-7	8-10	
Qualifications for the job	0	1-3	4-7	8-10	
<b>APPLICATION MATERIALS</b>					
Effectiveness of application materials (resume, letter of application, and application form)	0	1-3	4-7	8-10	
<b>PENALTY POINTS.</b> Deduct up to ten (10) points for failure to fully follow the guidelines.					
<b>TOTAL POINTS</b>					/100 max

Name \_\_\_\_\_ School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

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# **LARGEST LOCAL CHAPTER MEMBERSHIP**

*Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters that have attained the largest membership in FBLA.*

## **ELIGIBILITY**

All active local chapters are eligible.

## **PROCEDURES**

Official membership records are audited in the state office; therefore, no entry form is required for this event.

Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office on the designated date of the current school year.

## **STATE AWARDS**

An award is presented at the State Leadership Conference to the largest FBLA chapter in North Dakota.

# **LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP**

*Effective state and national programs depend upon membership support and growth. Continued membership growth makes possible the expansion of services and materials. Recognition is given to those local chapters that have attained the highest percentage of increase in local FBLA membership.*

## **ELIGIBILITY**

All active local chapters are eligible.

## **PROCEDURES**

Official membership records are audited in the state office; therefore, no entry form is required for this event.

Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office at the cut-off date established for the previous and current school years.

## **STATE AWARDS**

An award is presented at the State Leadership Conference to the top local chapter that attained the highest percentage of membership increase in FBLA.



# LOCAL CHAPTER ANNUAL BUSINESS REPORT

*Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This event recognizes FBLA chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.*

## REPORT PURPOSE

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the start of the current State Leadership Conference. Projects used for other FBLA reports may be included. The report should include the chapter's profile, productivity, recognition, and business procedures.

**Business Education Curriculum Standard(s):** Communication, Information Technology

## ELIGIBILITY

All active local chapters may submit a report of their activity.

## PROCEDURES

1. Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, an appropriate statement should be included in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
2. Creativity through design and use of meaningful graphics is encouraged.
3. Written reports must adhere to the following technical requirements:

### Report Contents

- Reports must contain a table of contents. A title page, divider pages, and appendices are optional.
- Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are *not* counted in the page limit.
- Pages must be standard 8-1/2" x 11" paper.
- Pages must not be laminated or bound in sheet protectors.
- Reports may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.

### Report Covers

- **Each chapter will provide its own covers for this event.** Both front and back covers are required.
  - Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain other information, but are not counted against the page limit.
  - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
  - Cut out cover stock covers are allowed, but the page containing the cover information is counted in the total page count.
  - Two- or three-ring binders are not acceptable as report covers.
  - Report covers must not exceed 9-1/2" x 12".
  - No items such as labels or decals may be attached to the front cover.
  - All reports must be bound (e.g. tape or spiral binding).
4. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the report is well organized, contain substantiated statements, and is written in a business style.
  5. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
  6. Reports must describe activities of the chapter that were conducted between the previous State Leadership Conference and the current State Leadership Conference.
  7. Entries must adhere to all of these regulations or they will be disqualified.
  8. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the North Dakota and/or national association.

**JUDGING**

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

**NATIONAL COMPETITION**

The first and second place winning projects, or alternate, may be submitted for competition at the FBLA National Leadership Conference.

# LOCAL CHAPTER ANNUAL BUSINESS REPORT

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CHAPTER PROFILE</b>					
<b>Letter to chapter membership (stockholders)</b> Number of members Size of school and community When and where chapter was organized	0	1-3	4-7	8-10	
<b>PRODUCTIVITY</b>					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for business careers	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations activities	0	1-2	3-4	5	
Support of FBLA-PBL national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
<b>RECOGNITION</b>					
For FBLA-PBL competitive events and activities	0	1-2	3-4	5-6	
For school, community, and business, and industry activities	0	1-2	3	4	
<b>BUSINESSLIKE PROCEDURES</b>					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
<b>FORMAT OF REPORT</b>					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	
<b>TOTAL POINTS</b>					/100 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# MARKETING

*Marketing involves the distribution of products and services to the consumer. This event provides recognition for FBLA members who possess knowledge of the basic principles of marketing.*

## COMPETENCIES

The written objective test may include questions on basic marketing functions (price, product, place, and promotion), channels of distribution, legal and social aspects of marketing, advertising media, including e-commerce, international marketing, marketing research, and ethics.

**Business Education Curriculum Standard(s):** Entrepreneurship, Marketing

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# **MARKET SHARE AWARD**

*Effective state and national programs depend upon membership support and growth. A notable percentage of students involved in local chapters shows dedication to the organization. Recognition is given to those local chapters who have achieved a high percentage of their school's total population.*

## **ELIGIBILITY**

All active local chapters are eligible.

## **PROCEDURES**

Official membership records are maintained in the state office, but to enter this event the entry form must be completed. This form is found in the "Forms" section of this manual. Only entries received by the designated date will be considered.

The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office by the designated date and the total number of students enrolled for the current school year.

## **STATE AWARDS**

An award will be presented to the chapter that has the highest percentage of its school population as FBLA members.

# MEMBERSHIP ACHIEVEMENT AWARD

*Effective state and national programs depend upon membership support and growth. To maintain increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters who have maintained or increased their membership over the previous school year.*

## ELIGIBILITY

All active local chapters are eligible.

## PROCEDURES

Official membership records are maintained in the state office, **but to enter this event the entry form must be completed.** This form is found in the "Forms" section of this manual. Only entries received by the designated date will be considered.

The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office by the designated date and the ending national membership figures (June 30) of the preceding school year.

## STATE AWARDS

A certificate of recognition will be presented to chapters *applying* and *qualifying* for this award.

# MULTIMEDIA PRESENTATION

*Using technology to support a presentation can significantly enhance a business leader's effectiveness. This event provides recognition for FBLA members who demonstrate the ability to effectively use presentation technologies and software to prepare and deliver their message.*

## COMPETENCIES/2006 State and National Leadership Conference Topic

*The topic to be developed in this presentation and submitted for competition at the 2006 State and National Leadership Conferences will be: Create a multimedia presentation that teaches people about ways to prevent identity theft. Include information on what you can do to prevent identity theft, what you can do to lessen the impact if you are a victim, and what you can do once you discover you're a victim. Include statistics in your presentation, as well as a list indicating ways that an individual's identity can be stolen.*

**Business Education Curriculum Standard(s):** Communication, Information Technology

## ELIGIBILITY

- For number of entries each chapter may submit, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by designated date.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

## REGULATIONS

1. Student members, not advisers, must prepare presentations. Local advisers should serve as consultants to ensure that the presentations are well organized, contain substantiated statements, and are developed in an acceptable business style.
2. Presentations should be clearly labeled with the names of the student participants, and their school name, city, and state.
3. The presentations must be mailed to the designated location and postmarked by the designated date in order to qualify for judging. The event entry form can be found in the Forms section of this handbook.

## PROCEDURES

- Presentations must address the topic as described in the competencies section above. Entries will be judged according to the rating sheet.
- Presentations should be at least two (2) and no more than four (4) minutes in length.
- Presentations must be submitted using only a CD or DVD. Remember, this is not a video production event.
- Entries may be submitted in any multimedia program, but must include a player for that program.
- Entries must be accompanied by a Read Me file (300 words or less) noting software used, source of information, and instructions on running the presentation.
- The presentation may include elements such as graphics, pictures, music and special effects, sound, text, video, and transitions.

## JUDGING

Presentations will be judged by a panel of judges. All judges' decisions are final.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# MULTIMEDIA PRESENTATION

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
Presentation clearly related to assigned theme	0	1-3	4-7	8-10	
Elements included in presentation are suitable and appropriate	0	1-3	4-7	8-10	
Copyright laws have been followed and permissions are cited in the presentation	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-2	3-4	5	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Read Me file	0	1-2	3-4	5	
<b>PRESENTATION</b>					
Audio and visual elements coordinated and complementary	0	1-3	4-7	8-10	
Transitions are effective and appealing	0	1-3	4-7	8-10	
Presentation includes identifiable opening, body, and conclusion	0	1-2	3-4	5	
Graphics enhance overall quality of presentation	0	1-3	4-7	8-10	
Presentation uses effective balance of text and graphics	0	1-3	4-7	8-10	
Presentation effective at motivating audience to action	0	1-3	4-7	8-10	
<b>TOTAL SCORE</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points for presentations over 4:00 minutes					
<b>FINAL SCORE</b>					/100 max

Name(s) \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:



# NETWORK DESIGN

*The ability to evaluate the needs of an organization and then design and implement network solutions is a valuable skill in today's connected workplace. This event provides recognition for FBLA members who demonstrate an understanding of and ability to apply these skills.*

## COMPETENCIES

This event is composed of two (2) parts: a written objective test and a case-study problem that is presented and defended before a panel of judges.

### Objective Test

The written objective test may include questions on network installation – planning, configuration, and topology; problem solving and troubleshooting; network administrator functions; configuring network resources and services; configuration of Internet resources; security, and backup and disaster recovery.

### Case Study

Participants will be given a case study outlining a small business and its computing environment and needs. Participants will then be required to analyze the situation and recommend a network solution to address the issues raised in the case study.

**Business Education Curriculum Standard(s):** Communication, Information Technology, Management

## ELIGIBILITY

- For number of teams each chapter may enter please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team *must be composed of two (2) or three (3) members*. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** One (1) team member who qualified and/or competed in this event at NLC may compete again.

## PROCEDURE

### Objective Test

- NOTE: The written objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the designated location by the established date to be considered for competition.
- A one-hour (1) written objective test will be administered based on the previously listed competencies.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils and erasers.
- The five (5) teams with the highest scores will be scheduled for a performance.

### Case Study Problem

- Twenty (20) minutes before performance, each team will receive the case study.
- Two (2) 4" x 6" index cards will be provided to each participant and may be used during the preparation and presentation. Information may be written on both sides of the note cards. In addition teams will be provided with flip chart presentation sheets on which to present their proposed solution.
- No reference materials or visual aids other than those created during the preparation time can be used during the preparation or presentation portions of this event.
- The team has ten (10) minutes to present their solution to the judges.
- One member should introduce the team and describe or summarize the case study. All team members must participate in the presentation. Team members will be allowed to use their note cards and flip chart sheets in explaining their recommendations and rationale to the judges.
- A timekeeper will stand at nine (9) minutes. When each team has finished, the time used will be recorded. A five (5) point deduction will be made for presentations over ten (10) minutes. A maximum of five (5) additional minutes will be allowed for questions from the judges. Participants should be prepared to defend their recommendations and respond to questions from the judges.
- Case study presentations are open to conference attendees, except performing participants of this event.
- No audio or video recording devices allowed of the oral presentation.

## **JUDGING**

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

## **NATIONAL COMPETITION**

The first place award winning team, or alternate, is eligible to compete at the FBLA National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Students may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Business Ethics, and Network Design.**

# NETWORK DESIGN

## Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>DELIVERY OF PRESENTATION</b>					
Voice quality and diction	0	1 - 3	4 - 7	8 - 10	
Poise and professional appearance	0	1 - 3	4 - 7	8 - 10	
Self-confidence and assertiveness	0	1 - 3	4 - 7	8 - 10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>CONTENT AND RECOMMENDATION</b>					
Described the situation	0	1 - 3	4 - 7	8 - 10	
Issued a solution or recommendation	0	1 - 3	4 - 7	8 - 10	
Used correct terminology	0	1 - 5	6 - 10	11- 15	
Effectiveness of the strategy presented	0	1 - 8	9 - 17	18 - 25	
<b>TECHNOLOGY</b>					
System appropriate for size of business	0	1-5	6-10	11-15	
Technology is currently available	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-5	6-10	11-15	
<b>TOTAL SCORE</b>					/150 max.
<b>PENALTY POINTS</b> Deduct five (5) points for presentations over ten (10) minutes.					
<b>FINAL SCORE</b>					/150 max.
<b>WRITTEN TEST SCORE</b> (to be used in the event of a tie.)					

Name(s) \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# NETWORKING CONCEPTS

*Acquiring a high level of familiarization and proficiency in working on and with networks is essential in today's connected workplace. This event provides recognition for FBLA members who have an understanding of network technologies.,*

## COMPETENCIES

The written objective test will consist of questions on general network terminology, equipment for Internet access, problem solving/troubleshooting, network operating system terminology, OSI model and functionality, and network topologies and connectivity.

**Business Education Curriculum Standard(s):** Information Technology, Management

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# PARLIAMENTARY PROCEDURE

*This event recognizes FBLA members who demonstrate knowledge of the basic principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.*

## COMPETENCIES

This event is composed of two (2) parts:

- **Objective Test** - The majority of the written objective test will consist of parliamentary procedure principles with additional questions on the FBLA National Bylaws. Through a partnership with the National Association of Parliamentarians, questions for the parliamentary procedure principles section will be drawn from the NAP's official test bank.
- **Performance** - The case problem will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised* (Copyright 2000).

**Business Education Curriculum Standard(s):** Communication

## ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team must be composed of four (4) or five (5) persons - president, vice president, secretary, treasurer, and an additional member.
- The team members must be on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** Two (2) members who qualified and/or competed in this event at NLC may compete again.

## PROCEDURE

### Objective Test

The written objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.

- A one-hour (1) written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils, erasers and pens.
- The team score is determined by averaging the scores of its members. The five (5) teams with the highest scores will be scheduled for a performance.

### Performance

- Twenty (20) minutes before the performance, the team will receive the problem.
- The team may use the preparation time to consider procedure. Parliamentary procedure reference materials (e.g. *Robert's Rules of Order*) may be used during this preparation period but not during the performance itself.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the problem must be included in the appropriate order of business, but other items should also be taken up during the meeting.
- During the performance the secretary will take notes, but the notes will **not** be transcribed into minutes.
- The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting. Participants may also refer to appropriate parliamentary procedure reference materials (e.g., *Robert's Rules of Order*) in the prep room only. Participants are not to write on the copy of the problem or the meeting agenda.
- The problem may or may not include each class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.

- Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at eight (8) minutes. When each team is finished, the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute over eleven (11) minutes.
- The performance is open to conference attendees, except performing participants of this event.

### **JUDGING**

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised*, copyright 2000. All decisions of the judges are final.
- Final rank will be determined by a weighting of 20 percent for the team average test score and 80 percent for the team performance score.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

### **NATIONAL COMPETITION**

The first place award winning team is eligible to compete at the FBLA National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**Students may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, and Business Ethics.**

# PARLIAMENTARY PROCEDURE PERFORMANCE

## Performance Rating Sheet

Instructions for scoring "Motions" section:

Full value should be given for correctly handling the following actions on motions. For example, if a motion does not require a second and the team handles this correctly, full credit should be given.

Motions: (M)ain, (S)ubsidiary, (P)rivilaged, (I)ncidental, (B)ring again

MOTIONS	M	S	P	I	B	VALUE	SCORE	COMMENTS
Made						5		
Seconded						5		
Stated						5		
Debate/ No Debate						5		
Put to vote						5		
Vote result announced						5		
<b>SUBTOTAL</b>						30		

BUSINESS OF THE MEETING	VALUE	SCORE	COMMENTS
Problem quality (concise, complete, clear, germane)	15		
Directions Followed	5		
Other business quality	10		
<b>SUBTOTAL</b>	30		

# PARLIAMENTARY PROCEDURE PERFORMANCE

## Rating Sheet (continued)

GENERAL PARLIAMENTARY PROCEDURE	VALUE	SCORE	COMMENTS
Proper order of business	10		
Proper use of parliamentary terms	10		
Clarity of expression and voice projection	5		
Impartiality of presiding official	5		
Initiative of members	5		
Poise, dignity, and appearance	5		
<b>SUBTOTAL</b>	<b>40</b>		

### PERFORMANCE CATEGORIES

### TOTAL SCORES

Motions

\_\_\_\_\_

Business of the Meeting

\_\_\_\_\_

General Parliamentary Procedure

\_\_\_\_\_

Time Penalty

( - \_\_\_\_\_ )

(Deduct one {1} point per full half minute under 9 minutes or over 11 minutes. No deduction for performances between 8:31 and 11:29)

Time: \_\_\_\_\_

\_\_\_\_\_ x 80% = \_\_\_\_\_ Performance Score

\_\_\_\_\_ x 20% = \_\_\_\_\_ Average Written Test Score

\_\_\_\_\_ 100 Total Score

Name(s) \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:



# PARTNERSHIP WITH BUSINESS PROJECT

*This event recognizes FBLA chapters that develop and implement the most innovative, creative, and effective partnership plan. The purpose of this project is to learn about successful business through communication and interaction with the business community.*

## PROJECT PURPOSE

This report describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The report should describe the planning and implementation of activities that build a partnership between business leaders and chapter members for the purpose of learning about successful businesses. This event should not be a chapter fundraising project.

**Business Education Curriculum Standard(s):** Career Development, Communication, Entrepreneurship, Management

## ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Members representing their chapters in the oral presentation portion of this event may compete in two (2) additional team/individual events.

## PROCEDURES

1. Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, an appropriate statement should be included in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
2. Creativity through design and use of meaningful graphics is encouraged.
3. Written reports must adhere to the following technical requirements:

### Report Contents

- Reports must contain a table of contents. A title page, divider pages, and appendices are optional.
- Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are **not** counted in the page limit.
- Pages must be standard 8-1/2" x 11" paper.
- Pages must not be laminated or bound in sheet protectors.
- Reports may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.

### Report Covers

- **Each chapter will provide its own covers for this event.** Both front and back covers are required.
  - Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; and Year. They may also contain other information, but are not counted against the page limit.
  - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers should not be laminated.
  - Cut out cover stock covers are allowed, but the page containing the cover information is counted in the total page count.
  - Two- or three-ring binders are not acceptable as report covers.
  - Report covers must not exceed 9-1/2" x 12".
4. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the report is well organized, contain substantiated statements, and is written in a business style.
  5. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
  6. Reports must describe activities of the chapter that were conducted between the previous State Leadership Conference and the current State Leadership Conference.

7. Entries must adhere to all of these regulations or they will be disqualified.
8. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the North Dakota and/or national association.

### **Oral Presentation**

- Based on the highest written report scores, a maximum of five (5) chapters will be selected to make oral presentations at the State Leadership Conference.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other representatives of the chapter.
- Five (5) minutes will be allowed to set up equipment or presentation items. Advisers may not participate during the actual delivery of the presentation, including assisting with setup, distribution of handouts, operation of audio-visual equipment, etc.
- Seven (7) minutes will be allowed for the oral presentation, which will describe the project and the results obtained. Visual aids and samples specifically related to the project may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience. All equipment used for the presentation must be provided by the chapter.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for presentations over seven (7) minutes.
- Following each presentation, the judges may conduct a three minute (3) question-and-answer period.
- The performance is open to conference attendees, except performing participants of this event.

### **JUDGING**

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

### **NATIONAL COMPETITION**

The first and second place winning projects, or alternate may be submitted for competition at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# PARTNERSHIP WITH BUSINESS PROJECT

## Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>REPORT CONTENT</b>					
<b>Development</b> Description of the partnership goals	0	1-2	3-4	5	
Description of the planning activities used to build a partnership	0	1-3	4-7	8-10	
Roles of business leaders and chapter members in developing the partnership	0	1-2	3-4	5	
<b>Implementation</b> Description of the activities implemented to learn concepts of business operations	0	1-5	6-10	11-15	
Level of involvement from business leaders	0	1-2	3-4	5	
Roles of business leaders and chapter members in implementing the project	0	1-2	3-4	5	
<b>Results</b> Description of concepts learned from the project and the impact of the project	0	1-5	6-10	11-15	
<b>Degree of Involvement</b> Hours spent, personal contact, executives and department heads contacted	0	1-3	4-7	8-10	
<b>Evidence of Publicity</b> Examples of publicity and recognition received as a result of the partnership	0	1-2	3-4	5	
<b>FORMAT OF REPORT</b>					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Creativity of written presentation, design, and graphics	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# PARTNERSHIP WITH BUSINESS PROJECT

## Oral Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>DELIVERY</b>					
Voice quality and diction	0	1-3	4-7	8-10	
Poise and professional appearance	0	1-3	4-7	8-10	
Self-confidence and assertiveness	0	1-2	3-4	5	
<b>EXPLANATION OF PROJECT</b>					
Description of development and strategies used to implement the partnership	0	1-5	6-10	11-15	
Degree of chapter involvement	0	1-3	4-7	8-10	
Contact established with various levels of management within the business (i.e. president, officer, supervisor, owner)	0	1-5	6-10	11-15	
Information learned from management (i.e. business planning, organization, motivation, control, objectives, and goal setting)	0	1-5	6-10	11-15	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points for presentations over seven (7) minutes					
<b>PRESENTATION SCORE</b>					/100 max
<b>REPORT SCORE</b>					/100 max
<b>FINAL SCORE</b>					/200 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# PROJECT AWARENESS

## North Dakota Event Only

*This event recognizes FBLA chapters that develop projects and activities within the school or community that increase understanding of and support for the rights of all individuals.*

### COMPETENCIES

The report submitted must describe a project that helps to eliminate discrimination in the school or community by promoting awareness of civil rights. Citizens are protected from discrimination by civil rights laws that forbid discrimination based upon race, color, creed, sex, age, or disability. FBLA Chapters are urged to collaborate with other groups (school administration, Lions Clubs, Chamber of Commerce, local government offices, etc.) in planning and conducting activities and projects that eliminate barriers to equality. Activities could include efforts of the chapter to make students aware of the laws that protect students from discrimination and discriminatory behaviors such as sexual harassment and the procedures used by schools to address sexual harassment.

- Activities could include efforts to make students aware of the barriers faced by disabled students and citizens, and the steps that facilities must take to comply with the Americans with Disabilities Act.
- Activities could include an awareness activity examining how schools ensure that boys and girls receive fair access to career and technical education courses and student organizations regardless of gender.
- Activities could include an awareness activity that examines persons and events of historical significance in civil rights, such as Medgar Evers, Alice Paul or the history of women's right to vote. This activity could examine the impact these historical events have had on the lives of students, today or analyze what student's lives would be like without the passage of specific civil rights laws. Activities could also include hosting a video-event, featuring civil rights movies such as "The Ghosts of Mississippi" followed by a panel discussion, or a similar awareness event for the school or community. As a component of the awareness project, students may choose to do a fundraiser for organizations that are working to eliminate hate crimes, such as the Southern Poverty Law Center or the National Constitution Center.
- Activities could include an awareness project on any aspect of civil rights protections, and may include a fundraising component. For example, students may focus on a specific disability such as blindness, do an awareness activity on the civil rights of the blind, and then conduct a fundraiser to support purchase of equipment for a blind person, or a fundraiser that would benefit organizations that assist blind individuals. Students might also focus on elimination of racial discrimination. In this case, they could do an activity to raise awareness of the barriers faced by people of color, and may also elect to do a fundraiser for organizations that attempt to eliminate racial barriers, such as the American Civil Liberties Union or the National Underground Railroad Freedom Center.

This project requires an awareness activity such as an informational assembly program in the school or community, broadcasting of a cable access or radio program, design and dissemination of brochures or other written materials, hosting a speaker, panel discussion, etc. The awareness activity may be augmented by a fundraising component; however, the awareness activity is required for a successful project.

### ELIGIBILITY

All local FBLA chapters are eligible.

### REGULATIONS

1. Report formats must adhere to the following technical requirements:

#### Report Contents

- Reports must contain a table of contents. A title page, divider pages, and appendices are optional.
- Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are *not* counted in the page limit.
- Pages must be standard 8-1/2" x 11" paper.
- Pages must not be laminated or bound in sheet protectors.
- Reports may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.

#### Report Covers

- **Each chapter will provide its own covers for this event.** Both front and back covers are required.
  - Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain other information, but are not counted against the page limit.
  - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
  - Cut out cover stock covers are allowed, but the page containing the cover information is counted in the total page count.
  - Two- or three-ring binders are not acceptable as report covers.
  - Report covers must not exceed 9-1/2" x 12".
  - No items such as labels or decals may be attached to the front cover.
  - All reports must be bound (e.g. tape or spiral binding).
2. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
  3. The project report must describe an activity of the local chapter which was conducted between July 1 and June 30 of the current school year.
  4. Photographs may be included on a limited basis. Quality reproductions, including photocopies and/or halftones, are acceptable; pasted-on photographs, programs, newspaper clippings, ribbons, and bulky items **are not acceptable**. Use photocopy or have report printed.
  5. Entries not adhering to these regulations will be disqualified. If an entry has more than the allotted pages, it will be disqualified.
  6. Reports must arrive at the designated location on or before due date to be considered for competition. Reports received after due date will not be judged.
  7. Reports received from local and state chapters become the property of North Dakota FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale.

## PROCEDURES

- Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, an appropriate statement should be included in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
- Creativity through design and use of meaningful graphics is encouraged.

## JUDGING

A panel of judges will select the winners. All decisions of the judges are final.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five. **NOTE:** This is a North Dakota competitive event only. There is no competitive event on the national level.

# PROJECT AWARENESS

## North Dakota Event Only

### Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
<b>Purpose of Project: Equity Awareness</b> Statement of project goals	0	1-7	8-14	15-20	
<b>Scope and intensity of project</b> Planning, development, and implementation	0	1-10	11-20	21-30	
Uniqueness of project	0	1-2	3-4	5	
Benefits to and impact on the school and/or community	0	1-7	8-14	15-20	
<b>FORMAT OF REPORT</b>					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Creativity in the project presentation	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
<b>TOTAL SCORE</b>					/100 max

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# PUBLIC SPEAKING I

*This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.*

## COMPETENCIES

The content of the four-minute (4) speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.

**Business Education Curriculum Standard(s):** Communication

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 are eligible.*
- Members may not enter this event if they have entered the Public Speaking II event at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

- The speech should be four (4) minutes in length, of a business nature, and must be developed from one or more of the nine (9) FBLA-PBL goals.
- Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. The speeches must be prepared by the student members, not advisers. Local advisers should serve as consultants to ensure that the speeches are well-organized, contain substantiated statements, and are written in a business style.
- When delivering the speech, the participant may use notes or note cards. No visual aids may be used.
- A lectern will be available. No microphone will be used.
- No audio or video recording devices allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## Preliminary Round

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will stand at three (3) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29.
- All performances are open to conference attendees except performing participants of this event.
- From each group one or more participants will be selected to compete in a final round.

## Final Round

Finalists will be assigned times based on random selection for final performance and will repeat the procedures as outlined in the preliminary round.

## JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.



**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

**NATIONAL COMPETITION**

The first place award winner, or alternate, is eligible to compete at the FBLA National Leadership Conference.

**GRADES 9-10 ONLY**

**Students may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, and Business Ethics.**

# PUBLIC SPEAKING I

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
Relation to FBLA-PBL goals, activities and/or current programs	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
<b>ORGANIZATION</b>					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
<b>DELIVERY</b>					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing and concise	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points for presentations under 3:31 or over 4:29 minutes					
<b>FINAL SCORE</b>					/100 max

Name \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# **PUBLIC SPEAKING II**

*This event recognizes FBLA members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantial speech.*

## **COMPETENCIES**

The content of the five (5) minute speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.

**Business Education Curriculum Standard(s):** Communication

## **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## **PROCEDURE**

- The speech should be five (5) minutes in length, of a business nature, and must be developed from one or more of the nine (9) FBLA-PBL goals.
- Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. The speeches must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the speeches are well organized, contain substantiated statements, and are written in a business style.
- When delivering the speech, the participant may use notes or note cards. No visual aids may be used.
- A lectern will be available. No microphone will be used.
- Participants failing to report on time for the event may be disqualified.
- No audio or video recording devices allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **Preliminary Round**

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be five (5) minutes in length. A timekeeper will stand at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 4:31 or over 5:29.
- All performances are open to conference attendees, except performing participants of this event.
- From each group one or more participants will be selected to compete in a final round.

## **Final Round**

Participants will be assigned times based on random selection for final performance and will repeat the procedures as outlined in the preliminary round.

## **JUDGING**

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

## **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

**NATIONAL COMPETITION**

The first place award winner, or alternate, is eligible to compete at the FBLA National Leadership Conference.

**Students may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, and Business Ethics.**

# PUBLIC SPEAKING II

## Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENT</b>					
Relation to FBLA-PBL goals, activities and/or current programs	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
<b>ORGANIZATION</b>					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
<b>DELIVERY</b>					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS.</b> Deduct five (5) points for presentations under 4:31 or over 5:29 minutes. Time: _____					
<b>Dress Code Penalty.</b> Deduct five (5) points when dress code is not followed.					
<b>FINAL SCORE</b>					/100 max

Name \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# **SPELLING AND PROOFREADING SKILLS**

## **North Dakota Event Only**

*The ability to spell and proofread is important in business and personal written communications. These skills are a necessity in the business world, as well as in our personal lives. This event is designed to provide recognition for FBLA members who demonstrate the correct spelling of words used in business correspondence as well as the correct use of words in a sentence and who possess knowledge of vital proofreading skills such as grammar, punctuation, word choice, and capitalization.*

### **COMPETENCIES**

The written objective test may include questions on determining complete sentences from fragments, correct grammar, punctuation, word choice, capitalization, and spelling.

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 of the current school year are eligible.*
- Participants may enter this event a second time **unless they placed first or second** at a previous North Dakota State Leadership Conference.

### **PROCEDURES**

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

### **JUDGING**

Tests will be machine graded.

### **STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. **NOTE: This is a North Dakota event only. There is no competitive event on the national level.**

## **GRADES 9-10 ONLY**

# **SMG WORLDWIDE**

## **North Dakota Event Only**

*The Stock Market Game (SMG Worldwide) is an electronic simulation of Wall Street trading, designed to help students and adults understand the stock market, the costs and benefits involved in decision-making, the sources and uses of capital, and other related economic concepts. Sponsored by the North Dakota Securities Commissioner, this event recognizes FBLA members that demonstrate an understanding and mastery of the process required to be successful in Wall Street trading.*

### **COMPETENCIES**

The office of the North Dakota Securities Commission is dedicated to providing students with an increased understanding of the American economy, enabling them to become more informed citizens, consumers, future employees, and employers. Teams of FBLA members from each chapter may participate in the simulation on the dates designated by the North Dakota FBLA state office.

### **ELIGIBILITY**

Any number of individuals, or several teams consisting of three to five (3-5) members, may participate from each chapter by registering and following the regulations and requirements as outlined by the North Dakota Securities Commissioner SMG Worldwide coordinator: Diane Kambeitz.

Diane Kambeitz  
Stock Market Game Coordinator  
State of North Dakota  
State Capitol - 5th Floor  
600 East Boulevard Ave. Dept. 414  
Bismarck, ND 58505-0510  
Ph: 701-328-4698  
dkambeit@state.nd.us

Participation in SMG Worldwide is free for all North Dakota residents interested in this educational experience. Registration payment for participants is provided with the funds from the Securities Protection Fund administered through the Office of the North Dakota Securities Commissioner.

### **REGULATIONS**

Registration, regulations, and procedures are found in materials and forms provided by the SMG Worldwide coordinator at the address listed above.

### **JUDGING**

The ten winning teams will be determined by the North Dakota SMG Worldwide coordinator based on the value of their SMG Worldwide portfolio during the fall competition.

### **STATE AWARDS**

Ten awards will be presented at the North Dakota State Leadership Conference. **Awards will be given only for participation in the fall competition.** NOTE: This is a North Dakota competitive event only. There is no competitive event on the national level.

# TECHNOLOGY CONCEPTS

*Technology is the new competitive edge for business. Successful business leaders must understand the impact of technology and know how to effectively harness it to drive their business success.*

## COMPETENCIES

The written objective test may include questions on the Internet and Web sites, computer applications and integration, networking, telecommunications, as well as basic technology concepts and business equipment.

**Business Education Curriculum Standard(s):** Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.



# VIRTUAL BUSINESS CHALLENGE

*The FBLA Virtual Business Challenge (VBC) encourages FBLA members to test their skills at managing a distribution center individually or as a team. The VBC has two challenges during the year (fall and spring) and each challenge focuses on different business concepts.*

## PURPOSE/COMPETENCIES

Participation in this event crosses the curriculum areas of Introduction to Business, Information Technology, International Business, and Management. The students will manage a simulated business.

During the challenge, FBLA members are required to:

- Register an individual or team up to three (3) people
- Download the software
- Run the simulation
- Upload files
- Complete and be ranked against other participating FBLA teams

**Business Education Curriculum Standard(s):** Accounting, Career Development, Communication, Computation, Economics & Personal Finance, Entrepreneurship, Information Technology, International Business, Management, and Marketing

## ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference Competitive Event Registration form found in the Forms section of this handbook. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- A team member **cannot** be on more than one team at a time.
- Members may participate in either the fall and/or spring challenges during the school year. **Note:** *Participation in this event does constitute either one (1) or two (2)—depending on whether members compete in both the fall and spring events—of the two (2) total events in which a North Dakota member may compete.*
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. *Exception: In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

## PROCEDURES

Registration, regulations, and procedures are found on-line at the Knowledge Matters website ([www.knowledgematters.com](http://www.knowledgematters.com)). All procedures required by Knowledge Matters must be followed in order for North Dakota FBLA members to be ranked and given awards. For each challenge your team will be ranked nationally for that specific challenge based on your team's total cumulative profit. At the conclusion of both Challenges, the FBLA chair for each state will be notified of the teams that placed in the state during each challenge.

**Note:** The FBLA Virtual Business Challenge is an official event brought to FBLA chapters through a partnership with Knowledge Matters. Participants use highly visual simulation software (like SimCity) to manage a distribution business. The FBLA VBC software is a free, limited-function version of the leading business simulation for education, Virtual Business—Management, which is a software program that was created by Knowledge Matters, Inc.

## JUDGING

Knowledge Matters, based on final rankings, will determine the ten winning teams from each of the two challenges.

## STATE AWARDS

Ten awards for each challenge will be presented at the North Dakota State Leadership Conference.

### **NATIONAL COMPETITION**

- The top eight nationally ranked team from each challenge, both fall and spring, but no more than one per state, per challenge, will be eligible to compete in this event at the FBLA National Leadership Conference. These 16 teams are determined by the standings in the fall and spring challenges administered via the Internet during the school year.
- No additional team members may be added once a team has registered.
- Members are unable to participate in any other event if they have qualified and plan on participating in the final round at the NLC.

**NOTE:** North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

# VISUAL BASIC PROGRAMMING

*Programming is an essential career area that supports today's technology-based society. All programming involves the writing of detailed instructions that directs a computer to perform tasks necessary to process data into information. This event recognizes FBLA members who have developed an understanding and proficiency in the writing and development of programs in Visual Basic.*

## COMPETENCIES

The written objective test will consist of items related to menu and arrays; window controls; computer concepts; word functions including subprocedures or subroutines; programming structures: sequence, decision/selection, and repetition; variables; constants; debugging procedures; types of input and output; and graphical user interface.

**Business Education Curriculum Standard(s):** Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- The test will be based on the most recent version of the software.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## JUDGING

Tests will be machine graded.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL COMPETITION

The first and second place winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

# WEB SITE DEVELOPMENT

*The ability to communicate ideas and concepts, and to deliver value to customers, using the Internet and related technologies, is an important element in a business' success. This event recognizes FBLA members who have developed proficiency in the creation and design of Web sites.*

## COMPETENCIES/2006 STATE AND NATIONAL LEADERSHIP CONFERENCES TOPIC

Participation in this event will allow members to demonstrate proficiency in conceptualizing, designing, and creating Web sites. The topic to be addressed by the Web site developed for competition at the 2006 State and National Leadership Conferences will be: You have just been appointed to an economic development committee for your city/town. Design a Web site that is focused on attracting people to your city/town. What makes your city/town special? What does your city/town offer a small business, entrepreneur, or Web-based business? What does your community offer families? What is the economic impact with increased businesses and families in your city/town? (Case information may be totally fictitious.)

**Business Education Curriculum Standard(s):** Communication, Information Technology, Marketing

## ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries must be created by an individual member or by a team, not to exceed three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again. **Exception:** *In the event of a team entry, one (1) member who qualified and/or competed in this event at NLC may compete again.*

## PROCEDURES

- Entries will be judged according to the rating sheet.
- An official event entry form must be completed and submitted. This form is located in the Forms section of this handbook.
- This is not a chapter Web site. The topic must be incorporated in the Web site design.
- The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the postmark date that the Web site address form is due. Judging of the Web site will take place before the State Leadership Conference.
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the Web site. Members are expected to follow all applicable copyright laws and may be disqualified if items are used inappropriately and not documented.
- The use of templates must be identified at the bottom of the home page.
- Web sites should be designed to allow for viewing by as many different platforms as possible.
- An official event entry form must be completed and submitted. This form is located in the Forms section of this handbook.

## JUDGING

Web sites will be screened to determine if chapters have complied with event eligibility and regulations. Using the rating sheet, a panel of judges selects the winners. All decisions of the judges are final.

## STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

## NATIONAL AWARDS

The first and second place award winning Web sites are eligible to be entered in this event at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# WEB SITE DEVELOPMENT

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>PAGE LAYOUT AND DESIGN</b>					
Fonts, colors, and graphics enhance aesthetic appeal	0	1-3	4-7	8-10	
Format is consistent and appropriate	0	1-2	3-4	5	
Graphic design shows creativity, originality, and supports theme	0	1-3	4-7	8-10	
Site uses innovative technology tools and enhancements effectively (i.e. streaming video/audio, flash, Java script)	0	1-2	3-4	5	
<b>SITE NAVIGATION</b>					
All links are functional	0	1-2	3-4	5	
Links are consistent and support theme	0	1-2	3-4	5	
Navigational scheme is logical and effective	0	1-2	3-4	5	
<b>CONTENT</b>					
Effectiveness of site	0	1-5	6-10	11-15	
Theme fully and effectively developed. Solution adequately addresses assigned topic.	0	1-5	6-10	11-15	
<b>TECHNICAL</b>					
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
Site is compatible with multiple browsers	0	1-2	3-4	5	
Copyright laws have been followed; permissions are cited on the Web site; and the use of templates must be identified at the bottom of the home page.	0	1-3	4-7	8-10	
<b>FINAL SCORE</b>					/100 max

Name(s) \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Judge's Comments:

# WORD PROCESSING I

*Word Processing skills are necessary to obtain information processing positions in business. This event recognizes FBLA members who demonstrate that they have acquired entry level skills for word processing positions in business.*

## COMPETENCIES

- Participants should be well prepared in basic keyboard knowledge and in the production of letters, memorandums, reports, tables, resumes, and material from rough draft and unarranged copy. Results will be based on mailable copy and the Format Guide.
- In addition, participants will be tested on their understanding and mastery of document formatting rules and standards; grammar, punctuation, spelling, and proofreading; basic keyboarding terminology and concepts; and related application knowledge.

**Business Education Curriculum Standard(s):** Communication, Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants who are or have been enrolled in office procedures, and/or skill-related courses that included keyboarding instruction, and/or keyboarding production work beyond that taught in the basic one-year keyboarding course, or the equivalent, must not be entered in this event.
- Only members enrolled in grades 9 – 10 of the current school year are eligible.
- Members may not enter this event if they have entered the Word Processing II event at a previous State Leadership Conference.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC) and meet the other eligibility guidelines. Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

- While this event is conducted at the home school, students participating *must register* for the State Leadership Conference. The form to request this test prior to the State Leadership Conference is in the Forms section of this handbook.
- A one-hour (1) written objective test based on previously written competencies and basic skill knowledge will be administered **at the home school** prior to the State Leadership Conference.
- Participants must furnish their own No. 2 pencils and erasers.
- One (1) hour, including printing time, will be allowed for the skills test. This time must run continuously and cannot be administered in multiple sessions. Once the event has begun, the clock may be stopped only for repair of technical problems outside the control of the students being tested. Time should begin immediately following the resolution of the technical challenge and continue with the remaining time. Entries which have been administered in multiple sessions, or that have exceeded the allowed time limit, will be disqualified. Additional time will be allowed for general directions, equipment set-up, and warm-up.
- Problems are weighted according to difficulty and may be completed in any order.
- A Format Guide (located at the end of this section) has been developed to be used as a guide for all skill events that require word processing documents. The Format Guide will be allowed in the test site. All documents must be prepared according to the style in the format guide. If the Format Guide isn't followed, the error will be considered a serious error, and a deduction of five (5) points will be taken.
- Voice recognition software may be used where appropriate. The local chapter must provide the software.
- Results will be based on adherence to the Format Guide and mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit.
- Participants must recognize the necessity for accurate proofreading.
- Word division manuals and dictionaries may be used as reference materials. The Format Guide is allowed as a reference at the test site.

**JUDGING**

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. A panel of judges for this event will evaluate all documents produced. The score received on this portion of the event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

**GRADES 9 – 10 ONLY**

# **FBLA STANDARDS OF MAILABILITY**

Use for the following competitive events:

- Computer Applications
- Word Processing I
- Word Processing II

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents. See the Format Guide at the end of this section.

*In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.*

- Omission of a non-essential part of a document (e.g. reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

*The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.*

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document (e.g. date, inside address, etc.)
- Format Guide not followed



# WORD PROCESSING II

*A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond entry level.*

## COMPETENCIES

- Participants should be well prepared in the production of all types of business forms, which may include letters, memorandums, tabulations, reports, statistical reports, and materials from rough draft and unarranged copy. Results will be based on mailable copy and the Format Guide.
- In addition, participants will be tested on their understanding and mastery of document formatting rules and standards; grammar, punctuation, spelling and proofreading; basic word processing terminology and concepts; and related application knowledge.

**Business Education Curriculum Standard(s):** Communication, Information Technology

## ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may enter this event more than once if they did not qualify to compete in the event at the National Leadership Conference (NLC). Any person(s) who did compete in this event at NLC may not compete in it again.

## PROCEDURE

- While this event is conducted at the home school, students participating *must register* for the State Leadership Conference. The form to request this test prior to the State Leadership Conference is in the Forms section of this handbook.
- A one-hour written objective test based on previously written competencies and basic skills knowledge will be administered **at the home school** prior to the State Leadership Conference.
- Participants must furnish their own No. 2 pencils and erasers.
- One (1) hour, including printing time, will be allowed for the skills test. This time must run continuously and cannot be administered in multiple sessions. Once the event has begun, the clock may be stopped only for repair of technical problems outside the control of the students being tested. Time should begin immediately following the resolution of the technical challenge and continue with the remaining time. Entries which have been administered in multiple sessions, or that have exceeded the allowed time limit, will be disqualified. Additional time will be allowed for general directions, equipment set-up, and warm-up.
- A Format Guide (located at the end of this section) has been developed to be used as a guide for all skill events that require word processing documents. The Format Guide will be allowed in the test site. All documents must be prepared according to the style in the format guide. If the Format Guide isn't followed, the error will be considered a serious error, and a deduction of five (5) points will be taken.
- Voice recognition software may be used where appropriate. The local chapter must provide the software.
- Results will be based on adherence to the Format Guide and mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (See Standards of Mailability.)
- Participants must recognize the necessity for accurate proofreading.
- Word division manuals and dictionaries may be used as reference materials. The Format Guide is allowed as a reference at the test site.

## JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. A panel of judges for this event will evaluate all documents produced. The score received on this portion of the event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

**STATE AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten.

**NATIONAL COMPETITION**

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

**Note:** *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

# **FBLA STANDARDS OF MAILABILITY**

Use for the following competitive events:

- Computer Applications
- Word Processing I
- Word Processing II

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents. See the Format Guide at the end of this section.

*In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.*

- Omission of a non-essential part of a document (e.g. reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

*The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.*

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document (e.g. date, inside address, etc.)
- Format Guide not followed



# Format Guide

## FBLA-PBL FORMAT GUIDE

Today's successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide so that a corporation maintains a uniform image through all its communications. As the premier student business organization, it is our responsibility to guide our students according to today's business practices. With this in mind, we have crafted a new Format Guide by which our students and advisers can prepare for the Computer Applications and Word Processing skill events. Please review the Format Guide carefully in preparing for these two events. The Format Guide is effective with the 2003 National Leadership Conference.

### GENERAL GUIDELINES

Font Size:	12
Font Style:	Times, Times New Roman, or Arial
Spacing:	1 or 2 spaces after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 or 2 spaces after a colon (stay consistent within the document) 1 space between state abbreviation and ZIP
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch
Leftbound Report:	Body doubled spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 1½ inches—Right 1 inch Bottom Margin: 1 inch

Miscellaneous Documents: Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents)  
Side and Bottom Margins: 1 inch

Miscellaneous Notes: Left justification of documents is to be used unless otherwise indicated.  
Main and subheadings should be keyed in boldface.

**Note: Documents in this style manual may not show the correct top margins due to instruction box at the top of the page.**

### ADVANCED LETTER FEATURES

- Mailing Notation: A mailing notation is keyed a double space below the date in ALL CAPS followed by a double space before the inside address.
- Attention Line: An attention line is keyed as the first line of the inside address. When an attention line is used, the salutation is "Ladies and Gentlemen."
- Subject Line: A subject line should be keyed a double space below the salutation in ALL CAPS. The subject line begins at the left margin. The word "subject" or "re" are not used when keying the subject line.
- Second Page Heading: If a letter contains more than one page, key a heading at the top of each subsequent page. Key the first line of the inside address, page number, and date at the left margin beginning one inch from the top of the paper. Double space below the date before continuing the body of the letter.
- Ms. Terra Green  
Page 2  
Current Date
- Company Name: Key the company name a double space below the complimentary close in ALL CAPS. Quadruple space to the writer's name.
- Enclosure Notation: Place an enclosure (or attachment) notation a double space below the reference initials. If multiple enclosures are referred to in the letter, follow the word "enclosures" with a colon and list each enclosure.
- Copy Notation: Use a lowercase (c) by the name of the person(s) to receive a copy. Place the copy notation a double space below the last line of the enclosure notation or the reference line if there is no enclosure.
- Postscript: A postscript should be keyed as the last line in the letter. It should be preceded by a double space and begin at the left margin. The initials "P.S." should not be used.

**Top Margin: 2"**  
**Side Margins: 1"**  
**Second Page Top: 1"**

**FUTURE BUSINESS LEADERS OF AMERICA**  
**(DS)**  
**Board of Directors Agenda**  
**(DS)**  
**Tuesday, March 20, 20—**  
**(DS)**

1. Call to Order—Jean Buckley, Chief Executive Officer  
(DS)
2. Roll Call—Mary Anvil, Secretary
3. Reading of the Minutes—Mary Anvil, Secretary
4. Treasurer's Report—Harvey Weinberg, Treasurer
5. Other Officer Reports
6. Committee Reports  
    Accounting—Mildred Wright  
    Social—Betty Einstein  
    Fund Raising—Bret Rushmore  
(SS)
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

**Note:**  
Numbers may be left or right aligned.

## ITINERARY SAMPLE

**Top Margin: 2"**  
**Side Margins: 1"**  
**Second Page Top: 1"**

**ITINERARY  
 (DS)  
 M. J. Lawson  
 (DS)  
 October 10-13, 20—  
 (DS)**

**Sunday, October 10**

**(DS)**

9:30 a.m.

Depart Memphis Municipal Airport, United Airlines, Flight 433, nonstop, lunch served.

**(DS)**

1:02 p.m.

Arrive San Francisco International Airport.

**(DS)**

5:30 p.m.

Depart hotel for Chinatown visit.

**Monday, October 11**

9:00 a.m.

Conference at Mark Hopkins Hotel.

Reminder:

Call Pat Martin to confirm dinner arrangements for tomorrow.

**Tuesday, October 12**

9:00 a.m.

Conference at Mark Hopkins Hotel.

7:00 p.m.

Dinner with Pat Martin.

**Wednesday, October 13**

9:30 a.m.

Depart hotel for airport.

12:20 p.m.

Depart San Francisco International Airport, United Airlines, Flight 700, one stop, lunch served.

7:15 p.m.

Arrive Memphis Municipal Airport.

## LABEL/ENVELOPE FORMAT SAMPLE

MS JUNE R TIJERINA  
 CLAIMS DEPARTMENT  
 GOLDEN INSURANCE COMPANY  
 1846 MARKET STREET  
 SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

## LETTER-PERSONAL

**Top Margin: 2"**  
**Side Margins: 1"**

Current Date

(QS)

Ms. Terra Green  
1923 Deserama Circle  
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. However, what makes this letter different is that the writer's address is included in the closing lines. Additionally, reference initials are not included.

(DS)

Sincerely

(QS)

Barbara Small  
1912 Association Drive  
Reston, VA 20191-1591

## LETTER-BUSINESS

**Top Margin: 2"**  
**Side Margins: 1"**

Current Date

(QS)

Ms. Terra Green  
1923 Deserama Circle  
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

This letter style is to be used for FBLA-PBL competition.

(DS)

Sincerely

(QS)

Barbara Small  
Director of Education

(DS)

xx



## LETTER WITH ADVANCED FEATURES

**Top Margin: 2"**  
**Side Margins: 1"**

Current Date

(DS)

CONFIDENTIAL (If no mailing notation, QS after date.)

(DS)

Attention FBLA-PBL Competitors

FBLA-PBL, Inc.

1912 Association Drive

Reston, VA 20191-1591

(DS)

Ladies and Gentlemen

(DS)

LETTER FORMAT WITH ADVANCED FEATURES

(If no subject line, DS after salutation.)

(DS)

This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.

Please refer to this letter when keying such a document to avoid making formatting errors.

(DS)

Sincerely

(DS)

FBLA-PBL, INC. NATIONAL OFFICE

(QS)

Barbara Small

Director of Education

(DS)

xx

(DS)

Enclosure

(DS)

c Ms. Jean Buckley, President/CEO

(DS)

Best of luck in your competition!

## LETTER & MEMO — SECOND PAGE

**Top Margin: 1"**  
**Spacing of Materials: SS**  
**Spacing after Date to Body: DS**

Name of Addressee or Company  
Page #(SS)  
Date  
(DS)

## MEMORANDUM

**Top Margin:** 2"  
**Side Margins:** 1"

TO: FBLA-PBL Competitors  
(DS)  
FROM: Judging Committee  
(DS)  
DATE: Current  
(DS)  
SUBJECT: Formatting a Standard Memorandum

When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lower case letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx  
(DS)  
Enclosure

## NEWS RELEASE

**Top Margin:** 2"  
**Side Margins:** 1"  
**Body:** DS

NEWS RELEASE  
(DS)  
Contact: Patricia Wells, FBLA Adviser  
Washington High School  
1801 E. National Avenue  
Phoenix, AZ 85007-0032  
602-555-1234  
(DS)  
Release May 1, 20—

(QS)  
STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE

(QS)  
Fifteen Washington High School Future Business Leaders of America members have been selected to represent Arizona at the FBLA National Leadership Conference. These students have the opportunity to attend this conference with over 5,000 other high school delegates representing each state, the Virgin Islands, Guam, Canada, and the Department of Defense Dependent Schools. To raise funds to attend this conference, FBLA members will hold a yard sale and silent auction May 23 and May 24 from 8 a.m. to 2 p.m. at Washington High School. Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.  
(DS)  
###

## MINUTES

**Top Margin: 2"**  
**Side Margins: 1"**

**WASHINGTON HIGH SCHOOL FBLA  
 (DS)  
 Minutes of September 1, 20—  
 (QS)**

**Call to Order  
 (DS)**

The regular meeting of the Washington High School FBLA chapter was called to order on Monday, September 1, 20— at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes.

**Attendance**

All members were in attendance.

**Minutes**

The minutes of the August 1, 20— meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved.

**Treasurer's Report**

Treasurer Kelly Osborne reported a chapter balance as of September 1, 20— of \$347.16. The report was filed.

**Unfinished Business**

The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple.

**New Business**

None.

**Announcements**

Reminder for all members to begin collecting pledges for the March of Dimes Walk-A-Thon.

**Adjournment**

There being no further business, the meeting was adjourned at 4:10 p.m.

**(QS)**

Terra Green, Secretary

## OUTLINE

**Top Margin: 2"**  
**Side Margins: 1"**  
**Spacing in Body: SS**

### FORMATTING OUTLINES

(QS)

#### I. VERTICAL SPACING (DS)

- A. Title of Outline
  - 1. Two-inch top margin
  - 2. Followed by a quadruple space
- B. Major Headings
  - 1. First major heading preceded by a quadruple space; all others preceded by a double space
  - 2. All major headings followed by a double space
  - 3. All subheadings single-spaced

#### II. HORIZONTAL SPACING (DS)

- A. Title of Outline Centered over Line of Writing
- B. Major Headings and Subheadings
  - 1. Identifying Roman numerals aligned at left margin or aligned on periods
  - 2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading

#### III. CAPITALIZATION (DS)

- A. Title of Outline Keyed in ALL CAPS
- B. Major Headings Keyed in ALL CAPS
- C. First-order Subheadings Keyed with all Major Words Beginning with Initial Caps
- D. Second-order Subheadings Keyed with First Word Only Using Initial Cap

**Note:**  
 Roman numerals can be left or right aligned.

## REPORT

**Top Margin:** 2"  
**Side Margins:** 1"  
**Spacing in Body:** DS

### REPORT FORMATTING

(QS)

#### Standard Margins

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one-inch top and bottom margins. Since the internal spacing of report parts varies, a bottom margin of exactly one-inch is sometimes not feasible. The bottom margin may be varied to prevent a side heading or first line of a paragraph from printing as the last line on a page (orphan); or the last line of a paragraph from occurring at the top of a new page (widow).

#### Page Numbering

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

#### Long Quotes

Quoted material of four or more lines should be single spaced, indented 0.5 inch from both the left and right margins, and doubled space above and below the quoted materials.

#### Enumerated or Bulleted Items

Indent enumerated or bulleted items 0.5 inch from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

#### Headings and Subheadings

Main heading. Center the main heading in ALL CAPS and bold over the body.

Side headings. Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Bold side headings.

Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize the first letter of the first word only. Underline the heading and follow it with a period.

**REPORT — continued**

**Top Margin: 1"**  
**Side Margins: 1"**  
**Spacing in Body: DS**

2

**References**

All references cited will be listed alphabetically under the heading REFERENCES or BIBLIOGRAPHY or WORDS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inch from the left margin.

When listing the titles of individual works, follow these guidelines: Titles of books should be italicized. Titles of articles should be placed in quotation marks. Journal or magazine titles should be italicized. The title or description of materials found on web sites or other Internet sources should be surrounded by quotation marks.

**Note:**

Put just the page number on the second and subsequent pages in the upper right side of the page header 0.5 inch from top of page.

**REFERENCE PAGE**

**Top Margin: 2"**  
**Side Margins: 1"**  
**Spacing in Body: SS**

**REFERENCES**

(QS)

Dansereau, D. F. "Learning Strategy Research." *Thinking and Learning Skills*. Vol. 1. Hillsdale, NJ: Lawrence Erlbaum, 1999.

(DS)

Huber, Rose. "Teaching Students How to Study." *Eastside Weekend*. September 1-7, 1998.

Silver, Theodore. *Study Smart*. New York: Villard Books, 2000.

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Zoological Society of San Diego. "Let's See Those New Teeth," San Diego Zoo Baby Panda Exhibit. [Online video clip] 29 November 1999. <[http://sandiegozoo.org/special/pandas/pands\\_baby\\_videos3.html](http://sandiegozoo.org/special/pandas/pands_baby_videos3.html)>.

## Special Instructions

- Column headings may be centered over column or blocked at left of column.
- Tables using both one-line and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.
- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single- or double-spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.

## TABLES

**Center Vertically**  
**Center Horizontally**

*Example Table with Gridlines*

**SALARY CHART TABLES**  
(DS)  
**Administrative Support Department**  
(QS)

<b>Position</b>	<b>Current Salary</b>	<b>Percent Increase</b>	<b>Amount Increase</b>	<b>New Salary</b>
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
<b>Total</b>	\$109,500.00		\$6,272.50	\$115,372.50

*Example Table without Gridlines*

**SALARY CHART**  
(DS)  
**Administrative Support Department**  
(QS)

<b>Position</b>	<b>Current Salary</b>	<b>Percent Increase</b>	<b>Amount Increase</b>	<b>New Salary</b>
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Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
<b>Total</b>	\$109,500.00		\$6,272.50	\$115,372.50

## TABLE OF CONTENTS

**Top Margin: 2"**  
**Side Margins: 1"**

### TABLE OF CONTENTS

(QS)

Preface .....	ii
(DS) Alphabetical List .....	iv
(DS) Introduction .....	2
Philosophy .....	3
(SS) Purpose .....	3
Software Comparison .....	5
Cost Factors .....	6
Hardware Requirements .....	7
Implementation Plan .....	12
Training Needs .....	15
Miscellaneous Factors .....	15
Summary and Recommendations .....	18
Summary .....	22
Recommendations .....	28
Bibliography .....	30
Appendices .....	31
Appendix A: Glossary of Computer Terms .....	31
Appendix B: Organizational Chart .....	35

**Note:**  
Page numbers should be right aligned with leader lines.